# Knole Academy, Sevenoaks

# Knole_Logo.png

Application Pack for the Position of

Learning Support Assistant

**Interviews:** To be advised – applications will be reviewed upon receipt

Knole Academy

Learning Support Assistant

Application Pack

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A Message from the Headteacher, David Collins

Thank you for your interest in the position of Learning Support Assistant. I am delighted that you have requested this pack and hope that what you read will encourage you to apply to be part of our team at Knole Academy.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a teacher or member of the wider staff. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. In order to enable every student to achieve his or her potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

All students are inspired through the curriculum and through extra and co-curricular activities. Knole students benefit from state of the art facilities that offer a vast range of opportunities. Our Expressive Arts status drives our many school performances, concerts, productions and dance shows; in sport, our facilities and staff provide an unrivalled range of activities and the school has large cohorts of successful Duke of Edinburgh participants as well as an expanding Combined Cadet Force, one of the few in a state school. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school and, with the support of Sevenoaks School, we intend to develop internationally-minded learners who recognise their common humanity and help create a better world. Staff and students have benefitted significantly from the close collegiate relationship between the schools. Through our partnership with Sevenoaks School and all stakeholders, we ensure that no barriers are placed in the way of student achievement. We work closely to develop and train staff through innovative programmes with our sponsors.

Please visit [www.knoleacademy.org](http://www.knoleacademy.org) for further information.

**David Collins  
Headteacher**

About the Sponsors

The Lead Sponsor for the Academy is Gordon Phillips, with Sevenoaks School and Kent County Council as co-sponsors.

Gordon Phillips, Lead Sponsor and Chairman of the Glen Care Group, has been providing care and rehabilitation services for vulnerable people for 24 years. The service Glen Care provides for adolescents has been of major importance to Gordon, especially the school for children with low literacy and numeracy skills and the substantial achievements that these young people have made. Gordon’s belief is that all young people have potential and respond best in a safe, well ordered and disciplined environment. He believes it is our responsibility to inspire and provide exceptional learning environments so that all young people can reach their maximum potential. This will give them the qualifications and personal skills that will help them to make the right choices for their future and to succeed in adult life.

Sevenoaks School, a co-sponsor, has a long tradition of academic excellence, curricular breadth, pastoral guidance, and community involvement. They will bring their expertise, enthusiasm and commitment to learning with the aim of making the Academy one of the best new schools in the country.

Kent County Council (KCC) is also a co-sponsor.

What is an Academy?

An Academy is a publicly funded state school, with an independent governing body accountable to the government, which provides free education for students of all abilities in its local and wider communities. Whilst Academies are independent of the Local Authority, they are nonetheless part of the wider family of schools and other educational institutions in their area.

Academies are established by Sponsors from a wide range of backgrounds who are responsible for securing the very best education for students in their communities in partnership with the Principal and the Academy Leadership Team.

Introduction to Knole Academy

Knole Academy has a capacity for 1550 students aged 11-19. We are based in Bradbourne Vale Road, Sevenoaks, as of the summer 2014 new facilities have been completed in addition to the high quality teaching areas that were available on the old Bradbourne school site. All year groups are streamed and setted with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The new Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

The Knole Academy, Sevenoaks is:

* An 11-19, all-ability/co-educational school
* Providing a world-class 21st century education for students living in the town of Sevenoaks and its locality
* Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
* Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
* Is committed to high academic standards and ensure that every student fulfils his or her potential
* Ensuring first-class teaching and inspirational leadership
* Offers a strong tutorial system to support, guide and encourage each individual student
* Is a school at the heart of the community,
* Is establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
* Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
* Providing exciting professional development opportunities for staff.
* Has lead school status as a Schools Direct Teaching School.

**Specialisms**

The Expressive Arts specialism incorporates all aspects of performance and media, from dance, drama and music, to all aspects of art and media. Expressive Arts is a core curriculum component for all students, developing them as independent, creative thinkers. Through direct involvement with galleries, arts groups, theatre companies, orchestras and choirs, professionals contribute to the creativity and development of students’ skills. Individual talents and aspirations are recognised and nurtured from entry into the Academy both within and beyond the formal school day.

**The Academy Curriculum**

The Academy provides a dynamic and rich learning environment. Throughout Years 7-11, the Academy provides full coverage of the core National Curriculum subjects (English, Science and Mathematics). Information Technology is embedded across the curriculum to enable students to access learning resources and support from outside the classroom and academy as a whole. There are many opportunities that go beyond the National Curriculum boundaries. The Academy is an exciting and inspiring place, with stimulating, relevant and challenging courses, combining flexible academic, vocational, creative and cultural pathways. The Sixth Form offers a full range of academic and vocational qualifications at level 2 and 3 in state of the art industry specification accomodation.

Please do visit our website for more information:

[www.knoleacademy.org](http://www.knoleacademy.org)

How to apply

**Interviews:** Applications will be reviewed upon receipt

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Applying**

If you decide to apply for this post please complete the attached application form. Your formal letter of application should address:

Why the post attracts you.

How your experiences and achievements match the job and person specification.

Academy Location

Please click on the link below to see a map showing the Academy’s sites locations:

Bradbourne Vale Road, Sevenoaks, Kent, TN13 3LE.

<https://www.google.co.uk/maps/place/Knole+Academy/@51.286944,0.183889,17z/data=!4m2!3m1!1s0x0:0x24ecbbd418d1107>

Additional information to download:

[www.knoleacademy.org](http://www.knoleacademy.org)

Information about the Sponsors: <https://www.knoleacademy.org/2427/the-trust>

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

***KNOLE ACADEMY***

**JOB DESCRIPTION**

**JOB TITLE: Learning Support Assistant**

**RESPONSIBLE TO: Inclusion Manager**

**SENCo**

**Senior Deputy Headteacher, Character and Culture**

**GRADE: Knole Academy Scheme 4 £18,400 - £19,274 pro-rated to £14,451 - £15,137 for 33.25 hours per week, 38 weeks term time + two weeks directed by your line manager**

**Hours: Monday to Thursday 8.30 – 4.00 and Friday 8.30 – 3.30 pm**

ACCOUNTABLE FOR: providing support that will enable maximum access to the National Curriculum, as appropriate, and ensure students achieve their full potential thus enhancing teaching and learning.

The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the Academy must read and understand our Safeguarding Policy and Statutory Guidance on Safeguarding before employment begins and on a regular basis. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**PRINCIPAL RESPONSIBILTIES:**

Under the supervision of the Inclusion Manager:

* To work collaboratively with teachers and other staff to support the student’s emerging needs
* To implement and embed the specific strategies/interventions as recommended by the educational and health professionals
* To assist the student to access the curriculum through differentiation at the required level using a variety of resources which may include support with reading, writing or spelling; computer based learning, 1 to 1 withdrawal
* To promote greater independence in all areas
* To monitor and record progress towards individual student targets
* To become familiar with the different learning needs and teaching strategies for students with specific learning difficulties
* To submit reports for Annual Reviews and Transition Reviews
* To assist in the delivery of needs appropriate PSHCE and SMSC programmes in collaboration with the form tutor and year leader
* To act as a facilitator for all assessments both formal and summative
* To undertake appropriate training to enhance skills or knowledge
* To contribute to the development of differentiated materials for the student
* To be aware of the student’s needs and the appropriate strategies for meeting and managing these
* To attend AEN Department meetings
* To be aware of and follow academy procedures, Academy Improvement Plan and AEN departmental improvement plan
* To participate in training and other learning activities
* To carry out other duties as may be deemed reasonable by the line manager

**General Duties:**

* To be responsible for personal continued professional development
* To adhere to Health and Safety Regulations
* To ensure the safeguarding of students is a primary concern
* To be a First Aider (training will be given if necessary)
* To keep confidential any issues related to Knole Academy which are deemed confidential
* To participate in appropriate meetings
* To read, understand and adhere to all academy policies

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the holder of the post.

Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Headteacher) Date……………..

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

The Learning Support Assistant must have:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Measured** |
| **Education &**  **Qualifications** | * **A minimum of Level 2 or equivalent standard of education: Maths and English GCSE C or equivalent** * A first aid qualification (training will be given if necessary) |  | * Application * Interview * Reference |
| **Skills** | * Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment * Must have excellent communication skills, both verbal and written This post is considered to be a customer facing position; as such it falls within the scope of the Code of Practice on English language requirement for public sector workers. The school therefore has a statutory duty under part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. * Good ICT skills * An organised and methodical approach to administrative procedures * An understanding of relevant policies, codes of practice and legislation | * A good working knowledge of SIMS * A good working knowledge of Microsoft Office/Outlook | * Interview * Application * Reference |
| **Attributes** | * Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving * Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations * A flexible working attitude * Successful and recent experience of working with children of relevant age * The ability to work as part of a team * A high level of integrity * Appropriate attire for this position * The ability to work unsupervised * A good sense of humour |  | * Application * Interview * Reference |

**KNOLE ACADEMY APPLICATION FORM**

(Support staff post)

|  |  |
| --- | --- |
| **Post applied for:** | Learning Support Assistant |

|  |  |
| --- | --- |
| **Personal details** |  |
| First name |  |
| Surname |  |
| Title |  |

|  |  |
| --- | --- |
| **Contact details** | |
| Address  (including postcode) |  |
| Landline |  |
| Mobile |  |
| E-mail address |  |

|  |  |
| --- | --- |
| **Employment details** | |
| National insurance number |  |
| Qualified to work in the UK | Yes  No |
|  | Do you require a work permit  Yes  No |
| Are you a Swiss/EEA citizen? | Yes  No |
| If “Yes” to the above, when did you become resident in the UK? | Date: (DD/MM/YY) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current employment** | | | |
| **Position held**  (State if full or part time) | **Employer name and address** | **Dates employed**  (from and to) | **Salary** (including allowances) |
|  |  |  |  |
| Notice required |  | | |
| Reason for leaving |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment** | | | |
| **Position held**  (State if full or part time) | **Employer name and address** | **Dates employed**  (from and to) | **Salary** (including allowances) |
|  |  |  |  |
| Reason for leaving |  | | |
|  |  |  |  |
| Reason for leaving |  | | |
|  |  |  |  |
| Reason for leaving |  | | |
|  |  |  |  |
| Reason for leaving |  | | |

*Please continue on a separate page if required*

|  |
| --- |
| **Gaps in employment** (please explain any gaps in employment) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Education and qualifications** *(minimum grade C or equivalent Level 2 including Maths and English essential – you will be required to provide original certificates at interview)* | | | |
| Higher education  Degree/course | University/College  (level) | Qualification  (including grades) | Dates attended |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Education and qualifications** | | |
| Secondary education  School  (name and address) | Qualifications  (including grades) | Dates attended |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Training and professional development** | | |
| Course | Qualification | Dates attended |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Supporting statement** (please refer to the job description and person specification) | | | |
| **References** | | | |
| Please nominate two professional referees who are able to comment on your suitability for this post. One must be your current/last employer. The academy reserves the right to seek any additional references if deemed appropriate. References will be taken up prior to interview so please advise them you have listed them as a referee and to expect a request for a reference should you be shortlisted. | | | |
| Name and status | Relationship to you | Address and post code | Contact details  (Email and telephone number) |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Disability and accessibility** |
| The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities and which has lasted, or is likely to last more than 12 months. Should you be shortlisted for interview we will make adjustments or special arrangements, if required, to facilitate your attendance at the interview.  Do you have a disability you wish us to know about at this stage? Yes/No  If yes, please let us know what access requirements you may have |

|  |
| --- |
| **Vacancy information** |
| Where did you see this post advertised?  If appointed, when would you be able to start? |

|  |  |
| --- | --- |
| Declaration of Relationships |  |
| Are you related to, or have a close personal relationship with any current employee or School Governor? | Yes/No |

If yes, please state their name and the position they hold:

|  |  |
| --- | --- |
| Name |  |
| Position |  |

The canvassing of employees or Governors directly or indirectly will disqualify candidates from appointment.

The Academy must protect the public funds that it handles and so may use the information you have supplied on this form to prevent and detect fraud.

**Data Protection**

The Academy processes personal, special category data and criminal records data in accordance with our data protection policy and in accordance with data protection laws.

I understand that providing misleading or false information/qualifications may affect any recruitment decision made relating to me or if appointed, may lead to disciplinary action and dismissal.

**I authorise Knole Academy to check the information supplied and hold all such information in both paper and electronic formats.**

I certify to the best of my knowledge and belief the information given in this application is true and accurate. I understand that if the information is false or misleading it will disqualify me from my appointment, or after appointment, could lead to disciplinary action or dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equal Opportunities Monitoring Form**

In accordance with our Equal Opportunities and Diversity Policy, we are committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

We aim to create a culture that encourages and values diversity, and that appoints, rewards and promotes staff based on merit. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be. Your responses to the questions set out below will be used only to monitor the effectiveness of our policies and practices, and to ensure that we do not inadvertently discriminate against employees or prospective employees.

The information you give will be kept strictly confidential, and will not be seen by the staff directly involved in the recruitment process for the post below. Your response will remain separate from your application form upon receipt. It will be used only to provide statistics for monitoring purposes and will be stored separately, in accordance with the privacy notice provided to you in relation to this recruitment process and our Data Protection Policy. You do not have to provide this information, but if you do so, it will be helpful for the purposes set out above.

**About the vacancy**

Please state which job you have applied for and the closing date given for applications.

|  |  |
| --- | --- |
| Job applied for |  |
| Closing date for applications |  |

**Where did you hear about this job (please tick)?**

|  |  |
| --- | --- |
| Newspaper (please specify) |  |
| A friend |  |
| Recruitment company |  |
| Our School website |  |
| TES |  |
| Kent Teach |  |
| Indeed |  |
| Other (please specify) |  |

**Gender**

Which of the following best reflects how you would describe your gender identity?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Trans or transgender |  |
| Other (please describe, if you are happy to do so) |  |
| Prefer not to say |  |

(If you are undergoing gender reassignment, please use the gender identity you intend to acquire.)

Does your gender identity align with the gender assigned to you at birth?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

**Ethnic group**

How would you describe yourself?

|  |  |
| --- | --- |
| Asian or Asian British | |
| Bangladeshi |  |
| Indian |  |
| Pakistani |  |
| Chinese |  |
| Other Asian background (please write in box) |  |
| Prefer not to say |  |
| Black or Black British | |
| African |  |
| Caribbean |  |
| Other Black background (please write in box) |  |
| Prefer not to say |  |
| Other ethnic group | |
| Arab |  |
| Other ethnic background (please write in box) |  |
| Prefer not to say |  |
| Mixed/multiple ethnic groups | |
| White and Asian |  |
| White and Black African |  |
| White and Black Caribbean |  |
| Other mixed/multiple ethnic background (please write in box) |  |
| Prefer not to say |  |
| White | |
| British |  |
| English |  |
| Gypsy or Irish traveller |  |
| Irish |  |
| Northern Irish |  |
| Scottish |  |
| Welsh |  |
| Other white background (please write in box) |  |
| Prefer not to say |  |

**Marital status**

|  |  |
| --- | --- |
| Married (different sex) |  |
| Married (same sex) |  |
| Civil Partner |  |
| Single |  |
| Other |  |
| Prefer not to say |  |

**Sexual orientation**

Would you describe yourself as:

|  |  |
| --- | --- |
| Bisexual |  |
| Gay/lesbian |  |
| Heterosexual/straight |  |
| Other |  |
| Prefer not to say |  |

**Age**

|  |  |
| --- | --- |
| What is your age? |  |

**Religion or belief**

The list below includes those religions that are most commonly found in Britain. They are listed in alphabetical order and not intended to signify rank in terms of importance. This list is not exhaustive; if your religion is not listed then we ask you not to take offence as none was intended.

Please tick the box that best describes your religion or belief:

|  |  |
| --- | --- |
| Buddhism |  |
| Christianity |  |
| Hinduism |  |
| Judaism |  |
| Islam |  |
| Sikhism |  |
| Other religion or belief (please specify) |  |
| No particular religion or belief |  |
| Prefer not to say |  |

**Disability**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities". An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act (please tick)?

|  |  |
| --- | --- |
| Do you have a disability? | Yes/No |
| Prefer not to say |  |

This information is used for monitoring purposes only. If you believe you may be disabled and may need any reasonable adjustments to be made in the recruitment process or as part of your employment, please discuss this with the recruiting manager.

**PLEASE COMPLETE THE FORM AND RETURN IT TO KNOLE ACADEMY IN A CONFIDENTIAL ENVELOPE ADDRESSED TO ROSE MARSAUD, HR MANAGER**

**Thank you for your assistance.**

**Disclosure of Criminal Convictions / Cautions Self-Disclosure Form**

**Declaration of Offences**

**Before completing this form, please read the following notes carefully.**

It is an offence for an individual with certain criminal convictions to attempt to engage in regulated activity (working with children) and as a result, such individuals would be unable to carry out the advertised role.

As part of the application process, we ask candidates about whether they have any criminal convictions that would prevent them from fulfilling the role. This is to ensure the candidate is suitable to work for Knole Academy. Knole Academy is also required to carry out a DBS check in order to determine your suitability for the role.

Having a criminal record will not necessarily bar you from working with us. We will take into account the circumstances and background of any offences and whether they are relevant to the position in question, balancing the rights and interests of the individual, our employees, pupils, parents, suppliers and the public.

We will treat all applicants, employees and volunteers fairly but reserve the right to withdraw an offer of employment if you do not disclose relevant information, or if a DBS check reveals information which we reasonably believe would make you unsuitable for the role.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?

 Yes           No

Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?

 Yes           No

If the answer is yes to either of the above questions, please provide full details below: **Please enter NONE if applicable**

|  |  |  |
| --- | --- | --- |
| **Details of offence(s)** | **Place and date of Conviction/ Caution** | **Sentences(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please list below details of any pending prosecutions

**Please enter NONE if applicable**

|  |  |  |
| --- | --- | --- |
| **Court to which Summoned** | **Appearance Date** | **Alleged Offence** |
|  |  |  |
|  |  |  |

I certify that:

* I have read and understood the attached guidance notes;
* to the best of my belief and knowledge, the information I have entered on this form is true and accurate and I understand that any false or misleading information or failure to disclose criminal convictions will result, in the event of employment, in a disciplinary investigation by Knole Academy and could lead to dismissal without notice.

Name (please use CAPITALS): ………………………………………………………………………….

Signature: ………………………………………………………………………….

Date: ………………………………………………………………………….

Post Applied for: ………………………………………………………………………………………………………

**PLEASE COMPLETE THE FORM AND RETURN IT TO KNOLE ACADEMY IN A CONFIDENTIAL ENVELOPE ADDRESSED TO Rose Marsaud, HR Manager**

**Disclosure of Criminal Convictions / Cautions (Spent and Unspent) Notes of Guidance**

1. It is the Academy’s policy to require all applicants for employment to disclose any previous ‘unspent’ criminal convictions. In addition, you are required to disclosure any adult cautions which have not expired or any pending prosecutions.
2. As the post for which you are applying is one that will give you substantial unsupervised access to children and young people it is covered by The Rehabilitation of Offenders Act 1974 (Exceptions) Orders from time to time enacted and in force. You are therefore required to disclose ’spent' as well as ’unspent' criminal convictions (which are not ‘protected’), cautions and any pending prosecutions against you in line with the requirements below.
3. You must declare the following:
4. Cautions given less than 6 years ago (where you were over age 18 at the time of caution and it is not related to a “specified offence”).
5. All cautions given where you were over the age of 18 at the time of the caution and which relate to a “specified offence” (i.e. an offence from a prescribed list). A copy of the “specified offences” can be viewed here: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check> or from your school office.
6. Any convictions, whenever they occurred, relating to a specified offence which is available from: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>
7. All convictions that resulted in a custodial sentence (regardless of whether served and whenever they occurred)
8. Other convictions given less than 11 years ago (where you were over age 18 at the time of conviction)
9. Other convictions given less than 5.5 years ago (where you were under age 18 at the time of conviction)
10. The information you provide (by completing the form) will be treated as strictly confidential and will be considered only in relation to the post for which you are applying.
11. Disclosure of a conviction, caution or pending prosecution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in the light of all the information available. A main consideration will be whether the offence is one which would make a person unsuitable to work in the capacity of the post applied for.
12. A conviction includes:
13. A sentence of imprisonment, youth custody or in a Young Offenders’ Institution;
14. An absolute discharge, conditional discharge, bind over;
15. A fit person order, a supervision or care order, a probation order or community punishment order or an approved school order arising from a criminal conviction;
16. Simple dismissal from the Armed Forces, cashiering, discharge with ignominy, dismissal with disgrace or detention by the Armed Forces;
17. Detention by direction of the Home Secretary;
18. Remand Centres, secure training centres or in secure accommodation;
19. A suspended sentence;
20. A fine or any other sentence not mentioned above.
21. A caution is a formal warning about future conduct given by a Senior Police Officer, usually in a Police Station, after a person has admitted an offence. It is used as an alternative to a charge and Positive Prosecution.
22. A Reprimand has replaced a Caution for young people under 15. A young person given a second formal warning about future conduct is then given a formal warning.
23. A Bind Over is an order which requires the defendant to return to Court on an unspecified date for sentence.
24. All driving offences must be declared unless excluded by the criteria under section 3 above.
25. Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept or do any work in a ‘regulated position’.
26. As the post for which you are applying falls within the category for which a criminal record disclosure is required, if you are selected for appointment, you will be required to apply for an enhanced check from the Disclosure and Barring Service ("DBS"). A refusal to make such an application could prevent your employment. Any information provided by the DBS will be kept securely whilst it is being considered and will then be destroyed. No record will be kept relating to any specific offence identified by the disclosure.
27. Failure to disclosure convictions and cautions (to the extent they are required to be disclosed as set out above) and any pending prosecutions may, in the event of employment result in dismissal or disciplinary action by the Academy.
28. Further information to assist you in what information should be disclosed in this form is available here:
    1. <https://www.gov.uk/tell-employer-or-college-about-criminal-record>
    2. <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
29. There are also charities who may be able to provide you with further advice. These are:
    1. Unlock: <https://www.unlock.org.uk/>
    2. Nacro: <https://www.nacro.org.uk/>

**Guidance Notes**

1. **How to complete your application**

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

1. **What are selection criteria**

Selection criteria are the skills, abilities, knowledge and perhaps qualifications necessary to do the job. These are shown in the person specification. They are based on the key responsibilities of the role, which are shown in the job description. The purpose of the selection criteria is to help us to recruit the best person for the job objectively and fairly. The selection criteria are an essential part of our recruitment process and will be used to decide who is invited for an interview, or, the next stage of the selection process. The person specification should help you to match your skills, abilities and Knowledge against the selection criteria.

1. **Working in the UK**

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK. We will need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status then you should contact the Home Office.

1. **Current or most recent employment**

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. We may ask for references to cover a full three-year history, which may include time spent at school/further education. In addition to the standard reference questions the employer/organisation will be asked about disciplinary offences relating to children, including "spent ones" and where the applicant has been the subject of any child protection concerns and details of these. For this three-year history please provide full postal addresses, including postcodes.

References will be taken up for short-listed candidates.

1. **Qualifications & Training**

Please give details of your education, qualifications and training, starting with secondary school. If we have requested that you have a professional qualification for this job, you will need to provide us with the relevant original certificates/registration documents.

1. **Supporting statement and achievements**

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give examples of what you have done which prove your ability. If the person specification says, ‘able to organise activities’, you must do more than say, ‘I am an organised person’. Give an example by describing something that you have done, which tells us about the skills you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

1. **Declaration**

We do not exclude people who are related to, or have a close personal relationship with our employees or school governors. We will make sure that they do not take part in the selection for this post.

Please make sure you read and sign/positively tick the declaration.

**Attached Documents**

1. **Declaration of Criminal Offences**

Please see separate form enclosed and read the guidance notes to that declaration carefully prior to completing it.

The Disclosure & Barring Service (DBS) provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children and vulnerable adults.

More information on The Disclosure & Barring Service can be found at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check).

1. **Monitoring**

Attached to this application form is an Equal Opportunities Monitoring Form that should be completed and provided to the school alongside your completed application form. This School has an Equal Opportunity and Diversity Policy, which we ensure that we monitor to ensure that our employees reflect the community we serve. The information provided will be treated in the strictest confidence and will only be used for monitoring purposes.

**Checklist**

**Before you submit your application, please check that you have:**

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|  |  |
| --- | --- |
| Read through the Job Description & Person Specification so that you know exactly what the job entails and the skills, knowledge, abilities and perhaps qualification required to do the job |  |
| Read through your application form and make sure that you have filled out all the parts that we have asked you to |  |
| Given clear, step-by-step examples of your skills, abilities, knowledge and experience |  |
| Attached additional information if you have run out of space |  |
| Kept a copy of your completed application form and Job Description and Person Specification |  |
| Completed the following forms to be returned in separate envelopes as indicated in those forms:   * Equal Opportunities Monitoring form * Disclosure of Criminal Convictions Self-Disclosure Form |  |
| Made sure that your application form will be received by the closing date  ***NB if you are sending your form in the post, please ensure that you attach the right amount of postage*** |  |

**What happens next?**

Your completed application form will be used to decide whether or not you are invited for an interview, or the next stage of the recruitment stage of the recruitment process. You will hear from us shortly after the closing date if your application is shortlisted

**Please post your completed application form, Equal Opportunities Monitoring Form and Disclosure of Criminal Convictions Self-Disclosure Form in separate envelopes to:**

Rose Marsaud, HR Manager

HR Department

Knole Academy

Bradbourne Vale Road

Sevenoaks

Kent TN13 3LE

**Privacy Notice for Job Applicants**

**Knole Academy**

Knole Academy is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the General Data Protection Regulation (GDPR).

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

**Who Collects This Information**

Knole Academy is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

**Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

**The Categories Of Information That We Collect, Process, Hold And Share**

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

* Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
* Emergency contact information such as names, relationship, phone numbers and email addresses;
* Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
* Details of your employment history including job titles, salary and working hours;
* Information regarding your criminal record as required by law to enable you to work with children;
* Details of your referees and references;
* Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

**How We Collect This Information**

* We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

**How We Use Your Information**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances: -

* Where we need to take steps to enter into a contract with you;
* Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
* Where it is needed in the public interest or for official purposes;
* Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
* Where you have provided your consent for us to process your personal data.

Generally the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

**How We Use Particularly Sensitive Information**

Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances: -

* In limited circumstances, with your explicit written consent;
* Where we need to carry out our legal obligations in line with our data protection policy;
* Where it is needed in the public interest, such as for equal opportunities monitoring;
* Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

**Criminal Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

**Sharing Data**

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

* Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
* Referees;
* Local Government, Kent County Council, Teachers’ Pensions in order to meet our legal obligations for sharing data with it;
* DBS; and
* Recruitment and supply agencies.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

**Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

## How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

**Security**

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available from the HR Manager.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

**Your Rights Of Access, Correction, Erasure And Restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to: -

* Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively we may refuse to comply with the request in such circumstances.
* Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
* Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
* Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
* To object to processing in certain circumstances (for example for direct marketing purposes).
* To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the HR Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

**Right To Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the HR department. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

**How To Raise A Concern**

We hope that the HR department can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolve by the HR Manager, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner’s Office, the UK supervisory authority for data protection issues.

**Collecting Data For Test and Trace**

In the current pandemic, we may need to store your data for test and trace purposes. This is in order for the school to engage with the test and trace process, make decisions on safety within the school and whether individuals are required to self-isolate or carry out a test. To do this we will be recording your name, contact number and date and time of arrival as well as time of departure.

To complement the above we may also ask for data that has not previously supplied. This will allow us to assess an individual’s ability to attend/return to school and what measures may need to be put in place to allow for a safe return. We, additionally, may need to collect data about individuals that you reside with in order to factor in appropriate considerations for their wellbeing.

All data collected by the school will be processed in accordance with our retention, destruction, data protection and data security policies. All data collected for test and trace purposes will be retained for 21 days in accordance with government guidelines.

The legal bases for using your data in these circumstances will be for the reasons of substantial public interest and in the interests of public health. Dependant on circumstances the basis may be to assess the working capacity of an employee or to protect the vital interests of yourself or another person. We may need to share select data with others. This can be with the NHS and emergency services, public health, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.