



## GUIDANCE FOR CANDIDATES

Please spend time carefully reading through the Job Description and Person Specification before completing the application form. You must include with your application a supporting statement telling us more about why you specifically fit the outlined criteria.

Making an Application	Interview & Selection Process
<p><b>Application Form</b> 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 (e.g. 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.</p> <p>CVs are <b>not</b> accepted as part of the application process.</p> <p><b>Statement of Application For Posts</b> This section of the form is very important. It gives you an opportunity to detail your experience and the impact your contribution will make at our school. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the Person Specification for this post.</p> <p><i>If you have not heard from us by the date of the interview you should assume that your application has not been successful</i></p>	<p>Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing.</p> <p>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 in a context with children.</p> <p>Under the Equality Act, 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.</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>All short-listed candidates will be requested to bring to the interview proof of their qualifications, identity and appropriate documentation to verify entitlement to work in the UK (under the Asylum and Immigration Act 1996); eligibility can be provided in the form of a British Passport or official paperwork e.g. UK Government issued work permit/visa eligibility.</p>



Pre-employment checks	Induction and Continuous Professional Development
<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><b>(DBS) Disclosure &amp; Barring Service</b>  Employment at this school is subject to an enhanced check with the DBS. 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 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not ‘protected’. 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 <a href="http://www.gov.uk">www.gov.uk</a> website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.</p> <p><b>Prohibition checks (teachers only)</b>  Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.</p> <p><b>Validation of Qualifications</b>  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.</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>Right to Work in the United Kingdom</b>  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.</p>
	<p style="text-align: center;"><b>Appointment</b></p> <p>Salary will be determined in accordance with Grade 9 of the local Surrey Pay Scale ranges, set by the County Council according to qualifications</p>