



A place where everyone matters

Recruitment Pack

SEN Teaching Assistant Level 2

Advert Reference: SPS 26-27 02

Closing Date: Friday 15th June 2026 (12 Noon)

Interview Date: Tuesday 23rd June 2026

Headteacher: Mrs Fiona Kirkwood

This school is committed to safeguarding and promoting the welfare of all our children and expect all staff and volunteers to share this commitment.

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>Application Form</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 not accepted as part of the application process.</p> <p>Supporting information</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>Please remember to sign the declaration on the final page of the application form.</p> <p>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.</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 style="text-align: center;">Interview & Selection Process</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 with children.</p> <p>Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not</p>	<p style="text-align: center;">Induction and Continuous Professional Development</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 style="text-align: center;">Pre-employment Checks</p> <p>References</p> <p>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 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>

Pre-employment checks (continued)

School Policies

(DBS) Disclosure & Barring Service

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 www.gov.uk website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Prohibition checks (teachers only)

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.

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.

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.

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 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.

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 wellbeing of all its employees and pupils.

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.

Equal Opportunities

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.

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.

Full details of all these policies are available in school.

Welcome Message

A very warm welcome to Summerfield Primary School from Mrs Kirkwood, Headteacher.

At Summerfield, **children are at the heart of everything we do**. Their happiness, well-being, and success are our highest priorities. We are proud to be a school where every child is valued, nurtured, and encouraged to reach their full potential.

Our core values—**Respect, Care, and Potential**—guide every aspect of school life. These values shine through in our relationships, our teaching, and the positive choices our children make every day.

We offer a **broad and exciting curriculum** that inspires curiosity, creativity, and a love of learning. Our dedicated staff work tirelessly to ensure that every child, regardless of age or ability, is supported and challenged to thrive.

We believe that strong partnerships with parents, carers, and governors are key to our success. With our **open-door policy**, we welcome communication and collaboration, working together to create a warm and inclusive school community.

We hope our website gives you a sense of who we are and what we stand for. If you'd like to see Summerfield in action, please don't hesitate to contact our office—we'd be delighted to show you around.

Together, we make Summerfield a place where children flourish.

Our Schools Ethos and Values

At **Summerfield Primary School**, our core values—**Respect, Care, and Potential**—are at the heart of everything we do. These values guide our relationships, shape our teaching, and influence the positive choices our children make every day. We are committed to providing an **inclusive, holistic, and high-quality education** for every child. Our school is a place where children feel safe, supported, and inspired to grow—academically, emotionally, and socially.

What We Strive For

Our caring and dedicated staff work together to ensure that every child at Summerfield:

- Develops **secure emotional health and well-being**
- **Enjoys learning** and feels **happy and safe** at school
- Builds their **intelligence and curiosity**
- Learns to **make informed, thoughtful decisions**
- Has opportunities to **lead and collaborate** as part of a team
- **Appreciates and celebrates cultural diversity**

We believe that when children feel valued and empowered, they thrive—not just in school, but in life.

About the School

The school first opened in the early 1950s as Intake First School and had just three classes! It was known as 'Little Intake'. Over the years it grew and is now a 1-form entry primary school with seven classes. The school caters for 210 children aged 5 to 11 and has a 39-place nursery for morning, afternoon, flexible or additional sessions. Much of the school was rebuilt in 2003 and the older part of the school refurbished.

The school provides a spacious and attractive environment for learning. Years 5 and 6 have their own separate classroom block and in the main building, as well as the other classrooms, we have a lovely Library, Computing Suite, Sunflower Base, Zen Den and Offices. Years 3 and 4 have their own small group area and Year 2 have the largest classroom in the school with an enormous 70 square metres.

We have a large hall as well as extensive playgrounds, a playing field, forest area, a pond, planting beds and a wildlife garden with a growing orchard. The playground has benefited from improvements, including playground markings, permanent goals/nets, playtime toys, a tyre park, a trim trail, a quiet reading area and a covered way for shelter in all weathers.



Summerfield Primary School

Advert – SEN Teaching Assistant

Job Reference: SPS 26-27 02

Start Date: September 2026 (*Temporary for 1 year*)

Contract Type: SEN Teaching Assistant to work within our Hive provision for our SEND Children

Hours: 30 hours per week (Term Time Only)

Monday to Friday 8.30am to 3.30pm with 1 hour lunch (*There will be a 6-month probationary period*)

Salary/Grade: Grade: Level 2 B3 SCP 07-11

Under 5 Years' Service: SCP 07 £17,971.79 to SCP 11 £19,123.61

Over 5 Years' Service: SCP 07 £18,181.65 to SCP 11 £19,379.17

About Summerfield Primary

At Summerfield Primary we are committed to helping all pupils thrive both in learning and in life, overcoming any barriers that may stand in their way. Every member of our staff team plays a key role in this mission.

We are proud of our nurturing, holistic approach to education, which supports every child's development. Our strong partnership with parents and carers helps ensure children reach their full potential.

Everyone in our school community follows our Ethos: **Respect – Care – Potential**

About the Role

We are seeking to appoint a dedicated and enthusiastic temporary for 1 year SEN Teaching Assistant to join our supportive and welcoming team. Working under the direction of the SENDCo and senior leaders, you will support pupils with a range of complex SEND needs, including autism, SEMH, profound, severe and moderate learning difficulties, and challenging behaviour. The role will involve supporting individuals, groups, and whole classes to access learning in a safe, inclusive, and engaging environment.

This is an exciting opportunity for someone passionate about supporting children's educational, social, and personal development while promoting inclusion, independence, and wellbeing.

The Successful Candidate's Main Duties and Responsibilities are;

- Support teaching and learning under the direction of the class teacher
- Help pupils access the curriculum and participate fully in school life
- Provide tailored support for pupils with SEND and communication needs
- Promote inclusion, independence, positive behaviour, and wellbeing
- Support pupils' personal care needs where required
- Assist with learning activities, classroom organisation, and resources
- Monitor and provide feedback on pupil progress
- Support safeguarding, health and safety, and behaviour policies
- Supervise pupils during lessons, breaks, trips, and activities
- Provide first aid and support medical needs in line with school policy
- Provide general administrative support and participate in training and professional development

Person Specification (Summary)

Essential Requirements

- Relevant childcare/education qualification (e.g. CACHE, NVQ Level 2+, BTEC, NNEB or equivalent) or relevant experience
- Good literacy and numeracy skills
- Knowledge of safeguarding, child protection, and child development
- Understanding of SEND and communication support strategies
- Strong communication and teamwork skills
- Ability to build positive relationships with pupils, families, and professionals
- Commitment to safeguarding, equality, confidentiality, and health & safety
- Flexible and able to meet the changing needs of the school
- Willingness to undertake first aid training and additional duties as required

Desirable

- Experience working in a school or educational setting
- Experience supporting children with complex or additional needs
- Experience working with parents/carers and external agencies
- Understanding of inclusive practice and risk assessments

** Please see full Person Specification within the Recruitment Pack and Training will be provided for the above if not currently held.*

For Children and Staff alike, Summerfield Primary has:

- A caring and supportive environment with high expectations
- A broad and engaging curriculum for all pupils
- A dedicated leadership team focused on wellbeing and achievement
- A welcoming and committed staff team
- An inclusive culture built on cooperation and respect

Safeguarding Statement

Summerfield Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check, online checks, and safer recruitment procedures.

Additional Information

We welcome applications from candidates of all backgrounds and are committed to creating a diverse workforce reflective of the local community.

This role is based in the UK and is subject to Right to Work checks. Please note that this role is not eligible for visa sponsorship.


Please note: CVs and incomplete applications will not be accepted.

How to Apply

For an application pack, further information, or to arrange a visit please contact:
Debbie Slinger, School Business Manager

 recruitment@summerfieldprimary.org.uk

www.summerfieldprimary.org.uk/vacancies

 0113 205 7520

Closing Date: Friday 15th June 2026 (12 Noon)

Interviews: Tuesday 23rd June 2026

Candidates who have been shortlisted will receive an email with information on interview timings and any other details needed in line with our Safer Recruitment process.



Leeds City Council

Job Description & Person Specification

Grade:	B3 SCP 07-11	Conditions of Service	NJC
Responsible To	Teaching / Senior Staff	Responsible For:	None

Job Purpose:

To work under the instruction/direction of the SENDCo or Senior Staff to support the delivery of quality learning and teaching of pupils with special educational needs. Work with children and young people who have a range of significant SEND for example those with autism, social, emotional and mental health difficulties, profound and multiple, severe or moderate learning difficulties including, in some instances, and those who exhibit challenging behaviour. To undertake specified work with individuals, groups and whole classes.

To encourage the participation of pupils in the social and academic processes of the school, and enable pupils to become more independent learners. To undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Duties and Responsibilities

Support for Pupils, Teachers and the Curriculum

- Work collaboratively with teachers and other professional agencies to provide effective support for learning activities;
- Awareness of and work within school policies and procedures;
- To work with children and young people who have extremely complex needs and in some instances life limiting conditions. Providing an appropriate level of emotional and physical support where necessary;
- To provide support under the direction and supervision of teaching staff to assist pupils to access the curriculum and participate fully in school activities;
- Support pupils to understand instructions, support independent learning and inclusion of all pupils;
- Provide support to pupils who have communication difficulties also where English is an additional language;
- Implement and contribute to planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate;
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress;
- Support the teacher in behaviour management and keeping pupils on task based on the expectations for individual pupils;
- Provide support for pupils with challenging behaviour taking account of support plans and risk assessments under the direct supervision of a teacher;
- Support the teacher in monitoring, assessing and recording pupil progress/activities;
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher;
- Support the use of ICT in the curriculum;
- Support children's learning through play and planned learning activities;
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher and in line with health and safety requirements;
- Prepare and present displays;
- Support pupils in their social development and their emotional well-being, reporting problems to the teacher as appropriate;
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate in line with school policies and procedures;
- Assist in the development of pupil support plans and passports
- Support the work of volunteers and other teaching assistants in the classroom;
- Undertake pupil record keeping and maintenance of records as requested;
- Invigilate examinations and tests;
- Assist with the supervision of pupils before school, break times, lunchtimes (not as a supervisory assistant) and after school clubs if required;

- Assist in escorting and supervising pupils on educational visits and out of school activities under the direction of a teacher;
- Maintain of a clean, safe and tidy learning environment;
- Support pupils in developing and implementing their own personal and social development;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases;
- May be asked to administer medications subject to agreement and in line with school policy;
- Monitor and manage stock and supplies for the classroom.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals;
- To attend morning briefings, staff meetings and parents evenings as required;
- Participate in training and other learning activities and performance development as required to meet individual pupil and staff needs including but not limited to Hydrotherapy, Moving and handling, Team Teach, basic First Aid, PECS;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.

Relationships

The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers.

Physical Conditions

The post is based at Summerfield Primary School.

Summerfield Primary School is accessible by disabled persons through Gate 3 – there is accessibility around school.

The school operates a non-smoking policy.

Special Conditions

This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

PERSONAL SPECIFICATION

Employee Specification:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities. Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following;

(A) - Application Form, (T) - Test, (I) - Interview and (C) – Certificate

- **SP** = Selection Process (interview/presentation/assessment process)
(A)

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	Mode of assessment
Relevant Professional qualifications: CACHE Diploma in Childcare and Education, NNEB or BTEC Nursery Nurse NVQ Level 2 or above, B Ed, CACHE Diploma in Childcare Education, or other appropriate qualification / Experience.		D	A / Ref / Cert
Very good numeracy/literacy skills (GCSE Maths and/or English grades D-G / CSE level 2)	E		A/SP/Cert
Knowledge of a range of factors which create stress for children and families.	E		A/SP
Current Knowledge of child protection issues and their roles and responsibilities in the protection of children	E		A/SP
Knowledge of strategies to support communication, including visual timetable, choice boards	E		A/SP
First aid trained or if not be prepared to undertake training and be on school first aid rota.	E		A / SP
Secure understanding of child development to support learning	E		A / SP
Understand key principles of safeguarding children in education and know how to raise concerns appropriately in a school setting.	E		A / SP / Ref

Skills	Essential	Desirable	Mode of assessment
Able to communicate with a wide range of people individually, in groups and at all appropriate levels	E		A/SP
Able to motivate children and sustain their interest in play activities	E		A/SP
Able to contribute to the team	E		A/SP
Able to support the production of effective plans which supports Children's learning.	E		A/SP
Able to prepare written reports to support children's development and well being	E		A/SP
Able to offer positive support to children's development and well being	E		A/SP
Able to work in a responsive partnership with parents and carers	E		A/SP
Able to support children and families in a culturally sensitive, positive and	E		

non-judgemental way			A/SP
Able to develop children with special educational needs in an inclusive setting	E		A / SP
Able to complete risk assessments for activities conducted indoors and outdoors	E		A / SP / R
Able to take and accept instructions	E		

EXPERIENCE	Essential	Desirable	Mode of Assessment
Experience (professional) work in a school Setting	E		A/SP/Ref
Experience of working in partnership with other agencies		D	A/SP
Experience of working in close partnership with parents and carers		D	A/SP
Experience of dealing in matters relating to child protection		D	A/SP
Experience of working directly with children with complex needs		D	A/SP

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	Mode of Assessment
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	E		A/SP
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	E		A/SP
Commitment to client confidentiality	E		A/SP
Commitment to personal professional development	E		A/SP
Willing to take responsibility for one's own action	E		A/SP

Of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection – These can be taught about in the interview and further training can be offered.

REVIEW

This job description/person specification may be reviewed from time to time in consultation with the post holder in order to address changing circumstances or priorities within the school.

Job Description Content Prepared / Reviewed by:

Fiona Kirkwood, Headteacher and
Debbie Slinger, School Business Manager

Dated: 21/05/2026



Privacy Notice (How We Use Job Applicants' Information)

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

The relevant legislation governing data privacy in the UK is:

- The Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- The Data (Use and Access) Act 2025 (DUUA)

The categories of information that we process, these include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- online/social media checks at the shortlisting stage

We may also process (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

This list is not exhaustive, to access the current list of categories of information we process please see the school’s Data Map, sometimes called the Record of Processing Activity (RoPA).

Why we Collect and Use Workforce Information

We use job applicants’ data to:

- a) enable us to confirm relevant experience and qualifications
- b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c) enable us to monitor equalities
- d) to ensure access requirements can be met for candidates that need them.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the controller is subject.” and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller”

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting Job Applicants' Information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, or tribunals

Data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

Storing Workforce Information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools [IRMS Schools Toolkit - Information and Records Management Society](#)

Who we share Job Applicants' Information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting Access to your Personal Data

Under data protection legislation, you have the right to request access to information about you that we hold. However, please note that references provided during the recruitment process will not be routinely shared with the applicant, in line with the employment reference exemption under the Data Protection Act 2018 and UK GDPR. This exemption allows us to withhold the content of references where necessary to protect the confidentiality of the information provided. To make a request for your personal information, contact the School Business Manager on office@summerfieldprimary.org.uk

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Withdrawal of Consent

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office at office@summerfieldprimary.org.uk

Complaints

If you wish to raise a complaint about how the school manages your personal data, please refer to our Data Protection Policy for further information on the complaints process.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer on DPO@bywaterkent.co.uk

Last Updated

This version was last updated in November 2025.

Recruitment of Ex-Offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the School can only ask an individual about convictions and cautions that are not protected.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The School selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The School ensures that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

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

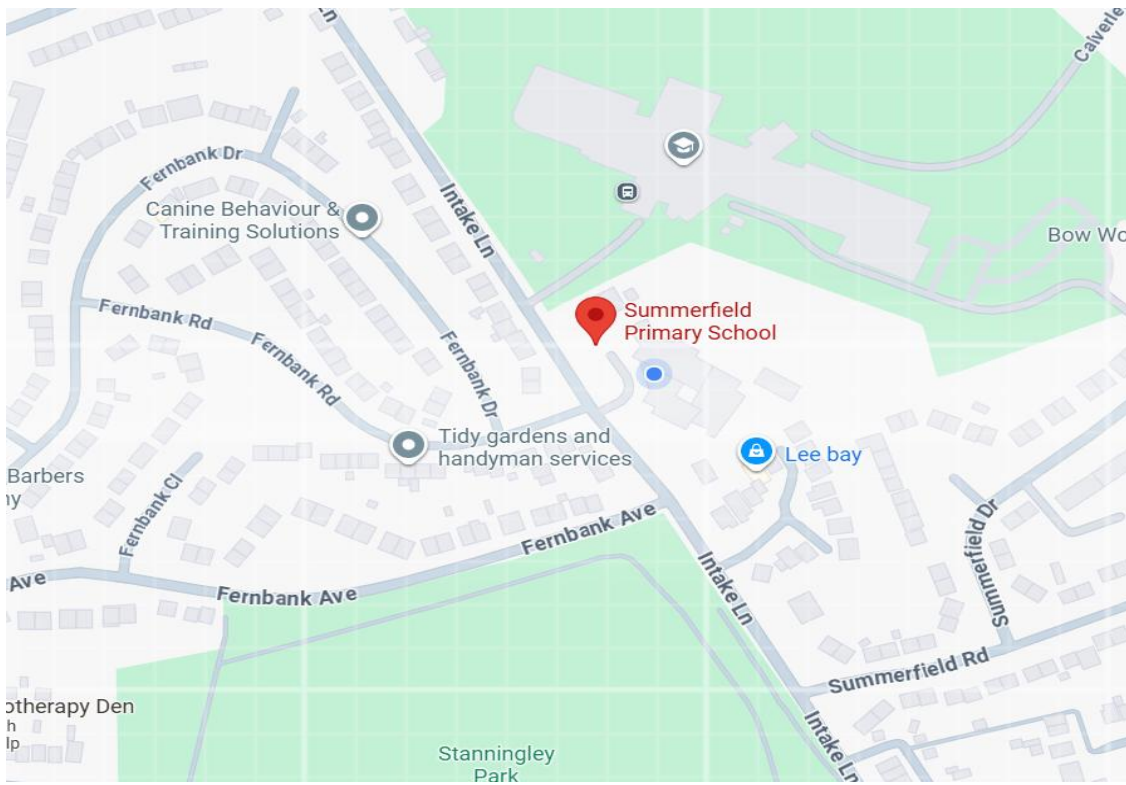
On the 29 May 2013, legislation¹ came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

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'

Location



Link for location on Google Maps;

<https://maps.app.goo.gl/nSkUqD5QoJyaECFw7>

Summerfield Primary School

Intake Lane

Bramley

Leeds

LS13 1DQ

Tel: 0113 205 7520

Email: recruitment@summerfieldprimary.org.uk

Thank you for your interest in this role.

If you would like any further information, please contact us using the details above. We hope you have found this recruitment pack helpful and look forward to receiving your application.