

## CANDIDATE RECRUITMENT AND SELECTION PROCESS INFORMATION SHEET

### Application

- CVs are not accepted as part of the application process.
- You will need to download an application form and job description and read through the contents carefully.
- Your application should be completed in full 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.) as incomplete application forms may be rejected.
- We require details of two referees (address, email & telephone contact details), one of which must be your current or most recent employer.

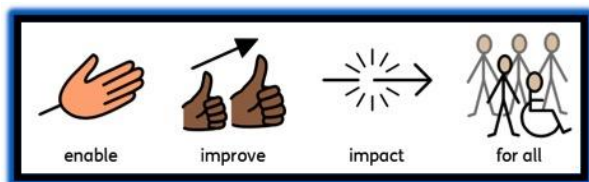
### Supporting information

- Use the job description and person specification to explain why you are applying and why you are the best person for this job.
- 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.
- Ensure you complete all steps of the My New Term application process before submitting your application by the closing date.
- **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 delivering teaching and learning and what impact your contribution would make in terms of raising standards at our school.

### Selection process

- Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.
- We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.
- The recruitment panel will consider all applications against the criteria set in the person specification – you could be contacted to clarify points in their application.

Updated March 2020



- Candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed by email.
- It is our policy to contact only those applicants who are shortlisted; if you have not heard from us within four weeks of the closing date you should assume that they you not been shortlisted.

## **Interview Process**

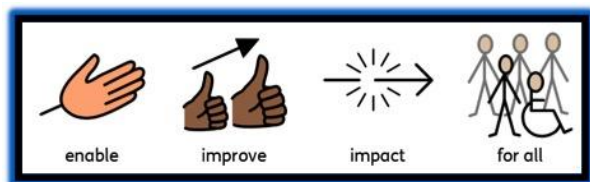
- As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.
- Interviews may include a practical assessment as appropriate to the post advertised.
- Successful candidates will be offered the post via telephone and confirmed in writing via email within one week of the interview date.
- Unsuccessful candidates will be contacted by telephone and confirmed in writing.
- Successful candidates are required to accept or decline the job offer in writing.
- The offer of employment will be subject to Enhanced DBS clearance, satisfactory references, medical clearance, qualifications and Teaching Agency checks (if applicable). This will be made clear in the conditional offer letter.

## **Pre-Employment Checks**

### **References**

- If you are shortlisted we will normally request references before the interview and you can indicate on your application to give consent for us to contact your referees.
- One of your referees must be your current or most recent employer.
- Two satisfactory references must be received before we confirm any offer of an appointment.
- The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.
- 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.
- If appointed the school will contact the most recent employer again for a sickness absence reference.

Updated March 2020



## Disclosure and Barring Service Check

- Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory before we confirm any offer of an appointment.
- A Children's Barred List or Teaching Agency check may be performed at the schools discretion at any time during the recruitment and selection process.
- Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions, even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

## 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.

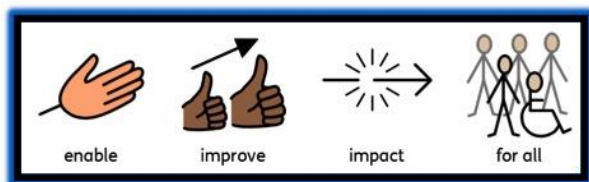
## Medical Assessment

- A satisfactory medical assessment will be required before we confirm any offer of an appointment.

## Induction & Continuous Professional Development

- We 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 which will help familiarise you with the culture of the school, local practices and policies.
- 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.
- Support Staff employees are subject to a probationary period of 9 months.

Updated March 2020



## **School Policies**

### **Child Protection**

- This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the 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 the 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 School Governors and Head Teacher 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 GTCE (General Teaching Council, England). 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 colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in school and on our website**

Updated March 2020