Guidance Notes for Candidates

Please read this information before you complete the application form.

Any part of our recruitment pack i.e. Application form, job description, person specification or guidance notes is available in alternative formats on request. If you need a copy of this information in large print, Braille or another language, please ask us.

How to apply

The interview panels will be made up of skilled groups of professionals with considerable experience in educational recruitment. Their role is to ensure that your experience with us is a valuable one and that you get the best opportunity to present your knowledge and skills. The Talentum Learning Trust will take care of every detail and make sure that you receive the support that you need.

Application forms must be completed in full and applicants should directly address the skills outlined in the person specification. Application forms are available in electronic format and should be returned electronically.

We will request references for shortlisted candidates within two days of drawing up the final list. To prevent delays, it is essential that you have informed your referees that we will contact them, and that references are present at final panel.

For more information about this position, to have an informal discussion about your application or to request an application form please email recruitment@ttlt.org.uk. Completed application forms/covering letters should be emailed to this mailbox.

Making an Application

Thank you for expressing interest in this vacancy. In this information pack you will find an application form, job description and person specification.

- You must complete the application form to apply for this vacancy. You may send in a CV to support your application but you must still complete the application form in full. Proper completion of this form is an essential part of the selection process and CVs alone will not be considered.
- Each vacancy is based upon a job description and person specification. The job description lists the key responsibilities of the post. The support staff person specifications outline the skills, knowledge, experience, and qualifications etc, which are either essential or desirable. Remember, you will be selected for interview based entirely on the information you provide in your application form; read the job description and person specification very carefully so that you know what the job involves, and match your skills, abilities and knowledge to it.
- The completed application form must show that you meet all the essential criteria. To make sure we treat all applicants fairly we do not make assumptions about you and we only look at what you tell us about yourself in the application form.
- Complete all parts of the application form (including the Equal Opportunities Monitoring Form) and ensure that the information that you supply is clear, precise and is aimed at the job you are applying for. Always ensure that any additional sheets are securely attached to your

application form.

- Please make sure you return your application form by the closing date. No applications can be accepted once shortlisting for the vacancy has begun.
- After the closing date, shortlisting will start. If we haven't contacted you within 14 days of the closing date, you can assume that this time your application has been unsuccessful.
- Please keep free any interview date given, as it is not normally possible to re-arrange an interview.

We welcome applications from all sections of the community and are pleased to help meet any requirement arising as part of the recruitment process, for example from disability.

Guidance Notes on completing the Application Form

- Section titled Additional Information - When completing this section of the application form please make sure that you describe fully here and how your experience, skills and abilities meet those described in the job description and person specification.
- Sections titled Rehabilitation of Offenders Act, Immigration and Asylum Act and the Recruitment Monitoring Form - Guidance on completing these sections and the recruitment monitoring form is provided in this pack.
- Previous Employment / Education History - Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process.
- Certain jobs, typically those involving substantial access to children or vulnerable adults, require disclosure of all criminal convictions or cautions whatever their nature and whenever they occurred. For these jobs there is an independent check before an appointment is confirmed. It is important that you volunteer such information at the outset. Whether a job is of this type will be clear from the further particulars.
- References - In certain circumstances it may be necessary for us to contact more than 2 references. This might include contacting previous employers or to verify gaps in employment. In this situation you will be asked to provide contact information to enable us to take up these additional references.
- If you require any additional help or guidelines on completing your application, please contact any names listed in the application pack. You may find it helpful to keep a photocopy of your application and any supporting information.
- Date of Birth Information - Individuals employed within Residential establishments must meet the minimum age requirements set out by the Department of Health.

Equal Opportunities

We recognise the importance of promoting equality of opportunity across all service provision as well as in the employment of our staff. We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from diverse candidates.

Our Equality and Diversity Policy supports our commitment to promoting inclusion and the provision of high quality, accessible services that meet the needs of our diverse community, and we will work towards ensuring that our staff reflects the diversity of the community.

We will develop a culture where employees are treated as individuals, and where differences are welcomed and embraced. We believe that equality is the responsibility of all employees and every employee can influence how equality is achieved within the Trust. To deliver this we will create an awareness and understanding of equality by ensuring that training and development is an integral part of every employee's individual personal development.

Commitment to employees and potential employees

As a fair and reasonable employer we aim to provide equality for all our employees. To achieve this we will:

- Promote and implement best practice in recruitment and selection practices, including taking positive action to address identified imbalances.
- Put in place a fair and transparent pay structure.
- Treat employees with dignity and respect, acknowledge strengths and help to overcome any weaknesses through individual personal development plans and reviews.
- Promote equality of access to training, development and promotion.
- Create a working environment that challenges and eradicates prejudice, harassment, unlawful and unfair discrimination.
- Consult with employees regarding Wellbeing and work-life balance, implementing arrangements where they can be balanced with the needs of the Trust.
- Make reasonable adjustments for employees.

Employment Terms and Conditions

If we offer you a job you will be given a statement of your terms and conditions of employment, which will become part of the contractual provisions of your employment.

Annual Leave

The majority of Non-Teaching posts are subject to NJC terms and conditions of employment. Under these terms you will be entitled to a minimum of 24 days annual leave (excluding bank holidays). The amount of annual leave increases over time and is based on the level of your post and is pro-rata for part-time employees. Our annual leave year runs from 01st April to 31st March. In calculating your actual annual leave entitlement we take account of the length of continuous local government service you have as well as your basic salary.

New entrants to the service are entitled to annual leave proportionate to the completed months of service during the leave year of entry.

Public/Extra Statutory and Local Leave

As well as annual leave, our offices are closed on the following days, and paid leave is granted to staff:

Good Friday and Bank Holiday Monday
May Day (first Monday in May)
Late Spring Bank Holiday

August Bank Holiday
Christmas and Boxing Day
New Year's Day

Other Leave

Special leave arrangements also exist which cover bereavement, carer leave, adoption, maternity leave, work break, paternity leave and parental leave.

Canvassing/ Relationship to Members or Employees

You must tell us in writing if, to your knowledge, you are related to an employee, Governor, Director or Member of the Trust.

We will not appoint you if you canvass any employee, Governor, Director or Member of the Trust.

Proof of Qualification

You will have to provide proof of relevant qualifications during the selection process.

Confirmation in Post

During the recruitment and selection process we will ask for a variety of information from you. For example, we will ask about your qualifications, your employment history and you will be asked to complete a medical questionnaire. You will be confirmed in post once we have checked and are satisfied with this information and following a probationary period (where applicable).

GDPR/ Data Protection

The Data Protection Act 1998 and General Data Protection Regulations places responsibilities on us to process personal data that we hold in a fair and proper way. The Data Protection Act came into force on 1 March 2000 and the GDPR on 25th May 2018; these regulate the use of personal data, including any data you supply on this application form.

The information you give us will be kept confidential and will only be used for the purpose of personnel management. The Trust may contact other organisations (such as the Disclosure Barring Service, DfE, previous employer(s), education establishments, etc) to check the factual information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 12 months (maximum) if your application is unsuccessful.

If we offer you a job we will use some of the information you give us on the application form in your contract of employment. The information you give on the recruitment monitoring form will only be used to monitor the application of our equality and diversity policy and the effectiveness of our recruitment and advertising strategies.

Audit Commission Fair Processing Protocol

The Directors are under a duty to protect funds they administer, and to this end may use the information you have provided as part of the recruitment process for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Immigration and Asylum Act 2006

We must take copies of evidence that you are able to legally work within the UK; the following list details the acceptable documents/ combinations of documents which we must see and copy:

Single documents (that we only need to see/copy once):

- A United Kingdom Passport
- A Passport/National Identity Card from a country in the EEA Agreement stating that the holder is a national of that country
- A United Kingdom residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office/ UK Border Agency to an EEA national.
- A permanent residence card issued by the Home Office, UK Border Agency to the family member of a national of an EEA country or Switzerland.
- A Biometric Immigration Document (ID card) issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the UK.
- A Passport or other travel document stating the holder is 'exempt from immigration control', is allowed to stay indefinitely/has right of abode in the UK or has no time limit on their stay in the UK.

Combinations of documents (that we only need to see/copy once):

- An official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer in combination with one of the following documents
- An immigration status document issued by Home Office/ Border Agency to the holder with an endorsement indicating that the person named has no time limit on their stay in the UK
- A full birth OR adoption certificate issued in the United Kingdom/ the Channel Islands, Isle of Man or Ireland
- A certificate of registration or naturalisation as British citizen
- A letter from the Home Office/ Border Agency confirming the individual can undertake the specific work in the UK

Documents that we need to see/copy every 12 months:

- A Passport or other travel document showing the individual can enter the UK and is allowed to do the type of work in question, provided it doesn't require a work permit
- An ID Card issued by the UK Border Agency to the holder which indicates that the person named in it is allowed to stay in the United Kingdom, and is allowed to do the work in question
- A work permit or other approval to take employment issued by the Home Office or the UK Border Agency IN COMBINATION WITH a passport or another travel document/letter endorsed to show the holder can stay in the UK and is allowed to do the work in question
- A Certificate of Application issued by the Home Office or the Border Agency to or for a family member of a national of a EEA/ Switzerland stating that the holder is permitted to take employment which is less than 6 months old IN COMBINATION WITH evidence of verification by the UK Border Agency Employer Checking Service
- A Certificate of Application issued by the Home Office or the Border Agency to or for a family member of a national of a EEA/ Switzerland stating that the holder is permitted to take employment, which is less than 6 months old
- An Application Registration Card issued by the Home Office or UK Border Agency stating that the holder

is permitted to take employment IN COMBINATION WITH evidence of verification by the UK Border Agency Employer Checking Service

- An Immigration Status Document issued by the Home Office/Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question IN COMBINATION WITH A document issued by a previous employer or Government agency which contains the National Insurance number of the holder
- A letter issued by the Home Office or the UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the UK and is allowed to do the work in question IN COMBINATION WITH a document issued by a previous employer/Government agency which contains the NI number and name of the holder.

The Rehabilitation of Offenders Act 1974

What is the Rehabilitation of Offenders Act?

The Rehabilitation of Offenders Act was introduced to make sure that you are not discriminated against when applying for jobs, if you have been convicted of a criminal offence and you have not re-offended for a period of time since the date of your conviction.

The Act allows certain types of convictions to be treated as "spent" after a certain (variable) period of time. You are no longer legally required to disclose to us convictions that have become "spent", unless the post you are applying for is exempted. In the case of more serious crimes, such as where the sentence is more than 30 months imprisonment, the conviction can never become "spent" and must always be taken into account.

Exceptions Orders exist to protect vulnerable client groups such as children, young people, the elderly, sick or disabled. In such cases, we are legally entitled to ask you for details of all convictions, even if they are "spent" or "unspent" under the Rehabilitation of Offenders Act.

Cautions, reprimands and final warnings are not criminal convictions and are not covered by the Rehabilitation of Offenders Act. They become "spent" immediately and we may only consider them when appointing to exempted posts.

Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). However, as some of our positions meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment to one of these posts will be subject to a criminal record check from the Disclosure and Barring Service (DBS) before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

For all other criminal convictions you will only need to disclose any convictions that are not 'spent'. A conviction is regarded as spent if you have served a 'rehabilitation period'. These periods vary according to the sentence received as follows overleaf:

Sentence	Rehabilitation Periods Age 18 or over when convicted	Under 18 when convicted
Prison and Young Offender Institution - sentence of 6 months or less	7 Years	3 Years
Prison and Young Offender Institution - sentence of more than 6 months – 2½ years	10 Years	5 Years
Fines, compensation order, probation (for people convicted on or after 3 Feb 1995), community service, combination order, action plan, curfew order, drug treatment, reparation order	5 Years	2 Years
Borstal (Abolished 1983)	7 Years	7 Years
Detention Centres	3 Years	3 Years
Absolute Discharge	6 Months	6 Months
<u>Sentences for which the rehabilitation period varies</u>		
Probation order (for people convicted prior to 3 Feb 1995), conditional discharge, bind over, supervision order, care order	Until the order expires (minimum period of 1 year)	
Attendance centre orders	Length of the order plus 1 year	
Hospital Order	2 years after the order expires (with a Minimum of 5 years from the date of conviction)	

<u>Suspended Sentences</u>
A suspended prison sentence is treated as one that has effect and the rehabilitation period is the same as for the full sentence.

<u>Consecutive and Concurrent sentences</u>
An offender may be sentenced at one time for several offences. If the court decides that imprisonment is the right penalty for more than one offence, it can order this to run concurrently or consecutively. If a person is sentenced to two terms of imprisonment of six months each, to run concurrently, the person will be subject to a rehabilitation period of 7 years. If they were ordered to run consecutively, they would be subject to a rehabilitation period of ten years.

<u>Extension of Rehabilitation periods</u>
Rehabilitation periods may be extended if a person receives further convictions while an original rehabilitation period is still running.

If the second conviction is for a summary offence, ie an offence that can be tried only in a magistrates' court, then the first rehabilitation period is not affected and both rehabilitation periods will run their separate course. If however, the second conviction is more serious and could be tried in crown court, then neither conviction will become spent until the longer rehabilitation period has expired.

Where the original sentence resulted in a disqualification, prohibition or other penalty, the rehabilitation period will not be affected if the person is convicted of a further offence.

If you need a copy of this information in large print, Braille or another language, please call 01538 370930