

Summary Guidance Notes for the Recruitment and Application Process



The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School.

Application

- The application pack comprises: Recruitment Selection and Disclosure Policy; Guidance Notes for the Recruitment and Application Process; advert; online application form; Equal Opportunities Monitoring Form; Candidate Information Pack including Job Description and Person Specification and Safeguarding and Child Protection Policy.
- Applications will only be accepted from candidates completing the School's online application form in full. A CV will not be accepted in substitution for a completed application form. However, a CV and/or covering letter may also be sent with the application.
- Under current legislation we are required to obtain a candidate's full employment and education history including dates since the age of 16. Failure to disclose a complete history will cause unnecessary delays in the processing of applications.
- Provision of false information is an offence and could result in an application being rejected or summary dismissal if an applicant has been appointed, and a possible referral to the police and/or DBS.
- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- The School is committed to ensuring that no job applicant is treated unfairly by reason of

a protected characteristic as defined within the Equality Act 2010.

- If you have a disability and need any assistance with the application process, please email us: jobs@sidcot.org.uk.

Criminal Records Policy

- The School will refer to the Department of Education (DfE) document, "Keeping Children Safe in Education" and any amended version in carrying out the necessary required DBS checks.
- The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/db-code-of-practice>

References

- We will seek references for all shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Please notify us at the time of submitting your application if you do not wish us to take up references in advance of the interview.
- All referees will be asked if the candidate is suitable to work with children.
- We will compare any information provided by the referees with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Interview

- Shortlisted applicants will be invited to an interview at the School. Interviews provide an opportunity to discuss a candidate's relevant skills and experience in more detail as well as explore their suitability to work with children. Interviews usually include a tour of the School and are conducted with a panel of at least two members of staff.
- An online search will be carried out on shortlisted candidates.
- Shortlisted candidates will be asked to complete a self-declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.
- All candidates invited to interview must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post, together with evidence of identity, right to work and reside in the UK, address and where appropriate, documentation evidencing a change of name. Photocopies or certified copies are not sufficient. Full details of the requirements will be sent to candidates invited to interview.
- Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.
- When interviews have been completed, we will notify unsuccessful applicants by email. Shortlisted candidates who have attended an interview will be notified either by email or phone whether they have been successful. Feedback is only offered to shortlisted candidates who have attended an interview.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon satisfactory pre-

employment checks. Please refer to the Recruitment, Selection and Disclosure Policy and Procedure for a full list of the checks, which include:

- Verification of identity, right to work in the UK and where appropriate qualifications;
- Receipt of at least two satisfactory references;
- A satisfactory enhanced DBS check and if appropriate, a satisfactory check of the Barred List;
- For teaching positions: A check that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the General Teaching Council for England before its abolition in March 2012.
- Verification of professional qualifications, including where applicable, any awareness of Qualified Teacher Status;
- Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999) where relevant;
- A check to confirm that the candidate is not prohibited from participating in the management of independent schools (for managerial/department headship posts);
- Where relevant, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the successful candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities;
- Satisfactory medical fitness;
- Where relevant, receipt of a signed staff suitability declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006".
- Where the successful candidate has worked or been resident outside the UK, such

checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of their past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which they have worked; and

- Any checks which the School deems necessary to fulfil its legal duty to have “due regard to the need to prevent people from being drawn into terrorism”. This is known as the Prevent duty.

Retention of Records

- The School complies with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its School Privacy Notice and Digital Security Policy.
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- Further information regarding the School's recruitment and application process can be found in the Recruitment, Selection and Disclosure Policy and Procedure.
- Please email jobs@sidcot.org.uk if you have any questions regarding the recruitment and application process.