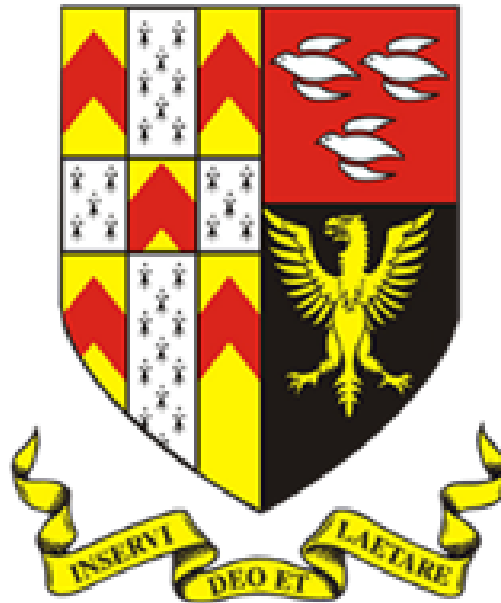


Headteacher Application Pack



The Friary School

Eastern Avenue, Lichfield,
Staffordshire, WS13 7EW

Application Process & Guidance Notes on our Pre-Employment Checks

Guidance Notes

Please read the important information in these guidance notes prior to completing and submitting your application.

You must complete the application form to apply for this vacancy. There is opportunity within the application to provide evidence of your experiences, skills and qualifications as related to the person specification. You may provide further details on additional sheets if required. 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. Please complete the Equality & Diversity Monitoring Form. We are keen to ensure that our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

Make sure you return your application form by the closing date. No applications will be accepted once the closing date has passed. After the closing date the applications will be shortlisted. Please keep free any interview date given; it is not normally possible to re-arrange this date. If we haven't contacted you within 14 days of the closing date you can assume that your application has been unsuccessful. You will be asked to sign a copy of your electronically submitted application form at interview.

We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process.

Shortlisted Candidates

Shortlisted candidates will be notified as soon after the shortlisting date as practicable. The following pre-employment checks will be undertaken prior to interview.

References

In the majority of circumstances references will be sought ahead of the interview process, this allows the opportunity to clarify or explore further any issues identified in the reference. Please provide the name, position, email address, postal address and telephone number of two people who can provide you with a professional reference. Your first reference must be from your current employer, if this is within a school it is our policy to approach the Headteacher for these. It is the Trust's policy to direct reference requests via the Headteacher, so please include this information should a school referee be detailed. If you are currently a Headteacher, please provide the details of your Chair of Governors. Please also advise them that you have given their name and that they may be approached to provide a timely reference. For all references ensure you detail the capacity in which they are known to you and if they will be providing an employment or character reference.

Any references supplied directly from you, or open references will not be accepted.

References will be verified to ensure they have come from a senior person with appropriate authority to complete the reference. The email address will also be verified to ensure it is a legitimate source, personal email addresses will not be accepted. If you are not currently in employment it will be expected that a referee from the most recent employer (prior to the period of unemployment) will be supplied. If you have never been employed, you can seek support from the recruiting manager to identify appropriate referees.

The school reserves the right to request further references to satisfy the pre-employment checking process.

Any significant concerns with the content of the references will be discussed with you and could lead to the conditional offer of employment being withdrawn.

Online Checks

Keeping Children Safe in Education outlines the requirement for an online check to be carried out on shortlisted applicants, this check will be carried out prior to interview and any findings will be fed back to the interview panel to enable them to explore the findings at interview. This search will be carried out by a member of staff who has received Safer Recruitment training and will not be involved in the recruitment process. A consistent approach will be taken and the results will be recorded on an Online Search Report. The purpose of the online search is to help identify any incidents or issues relevant to the suitability to work with children, that have happened and are publicly available online, which we may want to explore with you prior to appointment.

All school employees are accountable for ensuring that any online presence is appropriate, this requirement is outlined in Primitas Learning Partnership and the school's code of conduct.

Criminal Records Self-Declaration

Shortlisted candidates will be asked to complete a self-declaration of 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, further information can be found on

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate will then be asked to physically sign a hard copy of the application at point of interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Safeguarding & Safer Recruitment Practices

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. The school follows the standards of 'Keeping Children Safe in Education' and safer recruitment practices when recruiting colleagues. We expect all employees to share this commitment and to undergo appropriate pre-employment checks. As a result of this all offers of employment are conditional and will be subject to the satisfactory completion of the following:

- Identification (ID) Check
- Qualification Check (where required)
- Barred List Check (where in regulated activity)
- Enhanced DBS Check
- Right to Work in the UK Check
- Overseas Check (where required)
- Two Satisfactory References
- Occupational Health Check
- Exploration of Gaps in Employment
- Section 128 Check (where required)

The school reserves the right to withdraw an offer of employment at any stage if the criteria relating to the conditional offer is not satisfactorily met. If a decision to withdraw an offer is made the candidate will be informed of the decision and the reason for doing so.

Identification Check

Successful candidates will be asked to supply ID documentation. The most common forms of this documentation are Birth certificate, Passport and photo Driving license, this will serve to verify you are, who you claim to be and it will support some of the other pre-employment checks such as the Enhanced DBS check, Barred List check (where required) and the Right to work in the UK check.

Where you have had a name change you may be asked to evidence the name change through an appropriate ID document e.g. marriage certificate.

Qualification Check

Successful candidates will be asked to supply evidence (awarding body certificate) of the essential qualifications for the role, these will appear in the job description & person specification for the role.

Where professional registrations are an essential part of the role these will also require evidence. The Teaching Regulation Agency (TRA) employer access service can be used to verify the award of qualified teacher status (QTS) and the completion of teacher induction and probation.

If you are unable to show evidence of your qualification this should be discussed with the recruiting manager. You may need to give consideration to getting copies of your qualification certificate in order to fulfil the pre-employment check requirements. In some circumstances where a solution cannot be identified this could lead to the conditional offer being withdrawn.

Barred List Check

Where the role is defined as being in regulated activity a children's barred list check will be carried out, in most cases this will be carried out at the same time as the Enhanced DBS check and the result of the barred list check will be verified on the DBS certificate.

In some circumstances, the children's barred list check can be carried out separately to the Enhanced DBS check, if this needs to be done school will have a discussion with you and share the outcome of the check once it has been carried out.

The definitions of regulated activity and the requirements for the check can be found in section 3 of [Keeping Children Safe in Education](#).

If the barred list check reveals you are barred from working with children this will lead to the conditional offer of employment being withdrawn and a referral being made to the DBS to share you as a barred individual having sought to gain employment working with children.

Enhanced DBS Check

Where the role is defined as having regular contact with children there will be a requirement for an Enhanced DBS check, you will be provided with guidance and the link to apply for the Enhanced DBS check.

The Enhanced DBS check can only be countersigned once the ID check has been carried out. You will be the only person to receive a copy of the DBS certificate, once this is received you should take the original into school so the certificate can be verified by the recruiting manager.

The process of obtaining a DBS disclosure certificate can take between 1 day and 6 weeks, in some circumstances this can be longer. There may be exceptional circumstances where you may start work prior to the outcome of the DBS disclosure is known, however, this will be risk assessed and there are mandatory requirements for a stand-alone children's barred list check to be completed.

If there is a disclosure of information on the certificate then an appropriate manager will risk assess the information and will share the outcome of the process with you. The risk assessment could identify specific measures if you are suitable to be employed such as additional training, however, in some circumstances the risk assessment could identify that the information shared means you are unsuitable and the offer of employment will be withdrawn.

Right to Work in the UK Check

All successful applicants will be required to evidence their right to work in the UK, this can be carried out as a manual or online check dependent on the way you are evidencing your right to work in the UK.

If a manual check is being performed you will be requested to show original ID evidence which will be verified, copied, signed off and retained on your file.

You can find more information about the evidence you can use to demonstrate your right to work in the UK as a manual check from <https://www.gov.uk/government/publications/right-to-work-checklist>.

If an online check is being performed you will need to provide the trust with a share code from the .gov portal which is required for the online check to be performed, confirmation of the check will be downloaded and then retained on your file.

Any concerns with the right to work in the UK check should be discussed with the recruiting manager. Where you cannot demonstrate your right to work in the UK the offer of employment may be withdrawn.

Overseas Check

Applicants who have lived and/or worked outside of the UK for more than 3 months should share this with the recruiting manager, the trust may be required to carry out additional checks for the time you had been living and/or working outside of the UK.

If this is the case the recruiting manager will share with you the additional checks they are required to carry out, this can include asking you to seek a certificate of good standing from the countries you have lived and/or worked in.

Occupational Health - Pre-Employment Assessment

The occupational health - pre-employment assessment assesses your health to ensure you are 'fit' to take up the role, this check will be carried out by any independent occupational health provider and will review your ability to carry out the expectations of the role. The outcome of the assessment will be shared in a clearance confirmation which will confirm if you are 'fit' to carry out the role or not.

If an occupational health professional makes the decision that you are 'unfit' for the role this will be shared with you and the offer of employment may be withdrawn.

Section 128 Check

Section 128 directions prohibit or restrict individuals from having involvement in the management of an independent school including academies.

Applicants applying for a position which has leadership/management responsibilities will have this prohibition checked on the Teacher Regulations Agency employer service portal. This includes support staff roles with leadership/ management responsibilities.

If you have a section 128 direction in place, and the role you have been offered involves leadership/management responsibilities, you will be informed of the outcome and the offer of employment will be withdrawn.

If you have a query regarding the pre-employment checks required or when these will be carried out, please contact the recruiting manager for the post.

The Rehabilitation of Offenders Act 1974

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 5 years 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, and 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. All details of convictions will be disclosed by the Disclosure and Barring Service for the preferred candidate.

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.

All applicants who are offered employment to a post subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed will have to provide details of cautions, reprimands or final warnings, as well as convictions.

Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). 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'.

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 a diverse range of candidates.

Audit Commission Fair Processing Protocol

The Trust is under a duty to protect funds it administers, 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.

Data Protection Act

The Data Protection Act 2018 places responsibilities on us to process personal data that we hold in a fair and proper way. The Act came into force on 25th May 2018 and regulates 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.

We may contact other organisations (such as the Disclosure and Barring Service (Formerly Criminal Records Bureau), Job Centre Plus, 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 6 months if your application is unsuccessful.

If we offer you the position, 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 & Diversity Monitoring Form and the effectiveness of our recruitment and advertising strategies

Employment Terms & Conditions

Annual Leave

Arrangements for Teachers preclude the necessity for annual leave entitlements. Provisions regarding the working time of various categories of teaching staff are contained in their relevant conditions of employment set out in the School Teachers Pay and Conditions Document.

Other Leave

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

Working Hours

The School Teachers Pay & Conditions document does not set specific working weeks for Headteachers. You will be required to be available for duty at reasonable times to undertake the professional duties assigned in accordance with the Document.

Relationship to Members or Employees/Canvassing

You must tell us in writing if, to your knowledge, you are related to a member of staff or Governor of any academy in the Trust school or anyone elected to or employed by Primitas Learning Partnership. There is an opportunity to do this on your application form. We also expect you to state if you are related to a student at the school.

We will not appoint you if you canvass any of the above directly or indirectly - this means asking for help to get a job using their position in the school.

A copy of the Trust's Safeguarding Policy can be found on the Trust website www.primitas.co.uk.

All our documents are available in large print, Braille or another language on request.

Thank you for your interest in this vacancy.