



# Recruitment Pack

Applying for a job at  
Beeston Primary School

## **Safeguarding Statement**

Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line.

We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK- either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

**Thank you for expressing an interest in joining our school. We hope you will find this information useful and we look forward to hearing from you.**

<p><b>Making an Application</b></p> <p><b>Application Form</b> 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 <b>not</b> accepted as part of the application process.</p> <p><b>Supporting information</b> 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><b>Please remember to sign the declaration on the final page of the application form.</b></p> <p><b>For teaching posts:</b> 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><b>Induction and Continuous Professional Development</b></p> <p>The Headteacher and Governing Body are committed to ensuring your wellbeing and continuous professional development in this role. On appointment we will discuss an appropriate induction programme with you that will help familiarise you with the ethos 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.</p>
<p><b>Interview and Selection Process</b></p> <p>The candidates who best 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 2010, 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.</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><b>Pre-employment Checks</b></p> <p><b>References</b> If you are short listed we will normally take up references <b>before</b> the interview date. 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.</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> <p>Sickness absence record information will only be requested for the preferred candidate following the interview and assessment process. Consideration of the sickness absence information will comply with our responsibilities under the Equality Act.</p> <p><b>Online Checks</b> Online Checks will be completed before interview for shortlisted candidates. The purpose of completing an online check for shortlisted candidates is to check if there is any information in the public domain that may impact on their suitability to work in a professional role with children. The online check will be conducted for shortlisted candidates before interview, where possible, so that any issues or concerns can be explored further with the candidate at interview. The online check will only consider material that is relevant to their role working with children, their professional reputation or the reputation of the school.</p>

### **Disclosure and Barring Check**

Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. 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 (Exceptions) order 1975 (as amended in 2013 and 2020), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken.

Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment.

On 29<sup>th</sup> May 2013 legislation came into force under this Act that means as an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not 'protected' will appear on an Enhanced Disclosure, even though they are 'spent'. For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website.

Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Policy Statement on the recruitment of ex-offenders on our website, or available on request.

### **Medical Assessment**

A satisfactory medical declaration must be made before we confirm any offer of an appointment.

### **Prohibition Checks**

In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2022 we will carry out a check on any member of staff carrying out 'teaching work' to ensure they are not prohibited from teaching work.

Each of the following activities is teaching work:

- Planning and preparing lessons and courses for students
- Delivering\* lessons to students;
- Assessing the development, progress and attainment of students; and
- Reporting on the development, progress and attainment of students.

\* "delivering" includes delivering lessons through distance learning or computer aided techniques.

### **Prohibition Checks (continued)**

The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision.

### **Overseas Checks**

Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include including references from any overseas education employer where candidates have worked in an education setting overseas.

### **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. This will include checks to ensure that candidates appointed as qualified teachers have QTS status and where appropriate have successfully completed their statutory induction.

### **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 will be asked to provide proof of this at interview stage by producing some original documentation such as your passport or birth certificate to confirm your eligibility to work within the UK. Photographic proof of identity will also be required.

## **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 member of the Senior 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 and Safeguarding 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.

School Policies (continued)	General Data Protection Regulations
<p><b>Code of Conduct and Personal Behaviour</b>  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 students.</p> <p>The Headteacher and Governing Body regard everyone working at our school as a role model to our students. 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 also bound by the Teachers' Standards. While teachers are bound by these Standards, the school considers the principles to apply to all staff employed at the school.</p> <p><b>Equal Opportunities</b>  We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where everyone is treated fairly and with respect.</p> <p>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.</p>	<p>We take your data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out in our Recruitment Privacy Notice available on our website or otherwise notified to you in writing.</p> <p>Beeston Primary School will be the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for monitoring our compliance with data protection law. You may contact the School's Data Protection Officer securely and confidentially at any time if you have any concerns about the processing of your personal data or any data protection issue. The DPO's contact details are :  Neil Stott, Data Protection Officer  Email <a href="mailto:dpo@wntai.co.uk">dpo@wntai.co.uk</a> or  c/o Beeston Primary School, Town Street, Leeds LS11 8PN</p> <p>Beeston Primary School collects and processes your personal data for the purposes described in the Job Applicant Privacy Notice. The term Applicants in the privacy notice is used to cover Prospective Employees, Volunteers, Contractors, Agency Staff, Trainees and Regular Service Providers applying to work with or for Beeston Primary School.</p> <p><b>Full details of all these policies are available from School.</b></p>



## Policy Statement on the Recruitment of Ex-offenders

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and not discriminate because of a conviction or other information revealed. Registered Bodies and employers who are Regulated Activity Providers (including schools) are obliged to have a written policy on the recruitment of ex-offenders, which is available to DBS applicants at the outset of the recruitment process.

### Policy Statement:

1. As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Beeston Primary School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of DBS check on the basis of a conviction or other information revealed.
2. Beeston Primary 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.
3. A summary of this written policy on the recruitment of ex-offenders is available to all DBS applicants on request. The policy is also available to applicants on our website.
4. We actively promote 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. We select all candidates for interview based on their skills, knowledge and experience.
5. As a Regulated Activity Provider (RAP) all paid employees of Beeston Primary School are in regulated activity and therefore subject to checks with the DBS.
6. All regular volunteers are subject to a volunteer DBS check and will be asked to provide two suitable character references.
7. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
8. We encourage all applicants called for interview to provide details of any criminal record history that is not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013) at an early stage in the application process. Please see the information provided in the guidance document, 'Applying for a Job at Beeston Primary School', for details of what should and should not be disclosed.
9. We request that this information is sent in a separate sealed envelope submitted with the completed application, marked for the attention of the Headteacher. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Disclosed information will only be considered for shortlisted applicants. Disclosures for

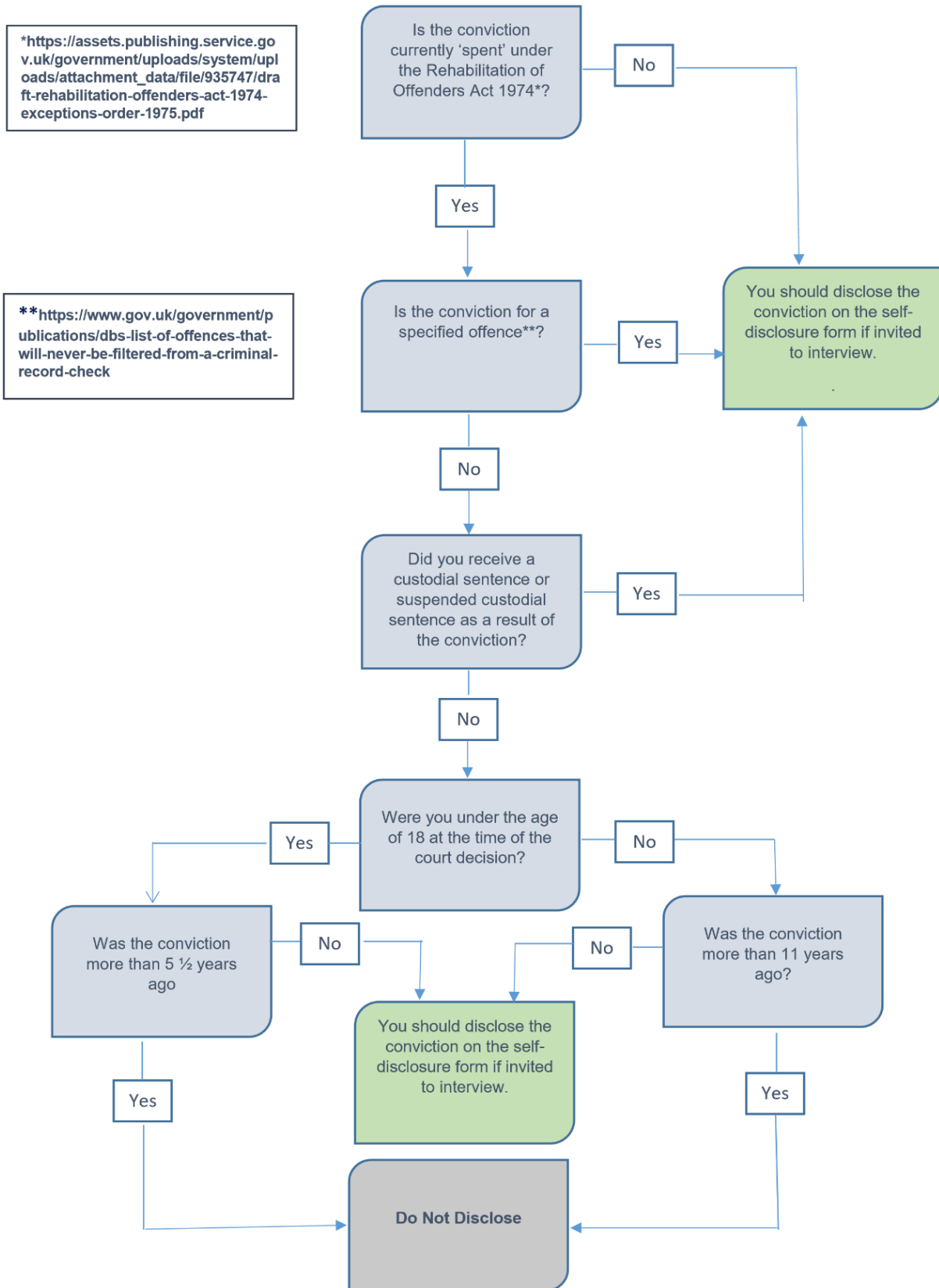
applicants that are not shortlisted will be confidentially destroyed and will not be considered during the recruitment process.

- 10.** We ensure that everyone in our School who are involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our Registered Body.
- 11.** At interview, or on a separate occasion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that may 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.
- 12.** We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- 13.** We undertake to discuss any matter revealed in a DBS check with the person seeking the position before considering withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by our Headteacher/School Business Manager, or another trained member of our Senior Leadership Team.
- 14.** Where a DBS check is required or a caution/conviction is declared all information is handled in line with Data Protection regulations (GDPR). Information on how this data is processed and retained can be found in the Privacy Notice for job applicants.
- 15.** As an organisation with both an early year's provision and a before school provision for children who have reached 5 years but not yet reached 8 years, we have to undertake additional safeguarding checks to ensure no one is employed who is barred from working with these groups of children. This includes 'disqualification by association' (i.e. if someone in the same household is disqualified).



## Disclosure of a Conviction

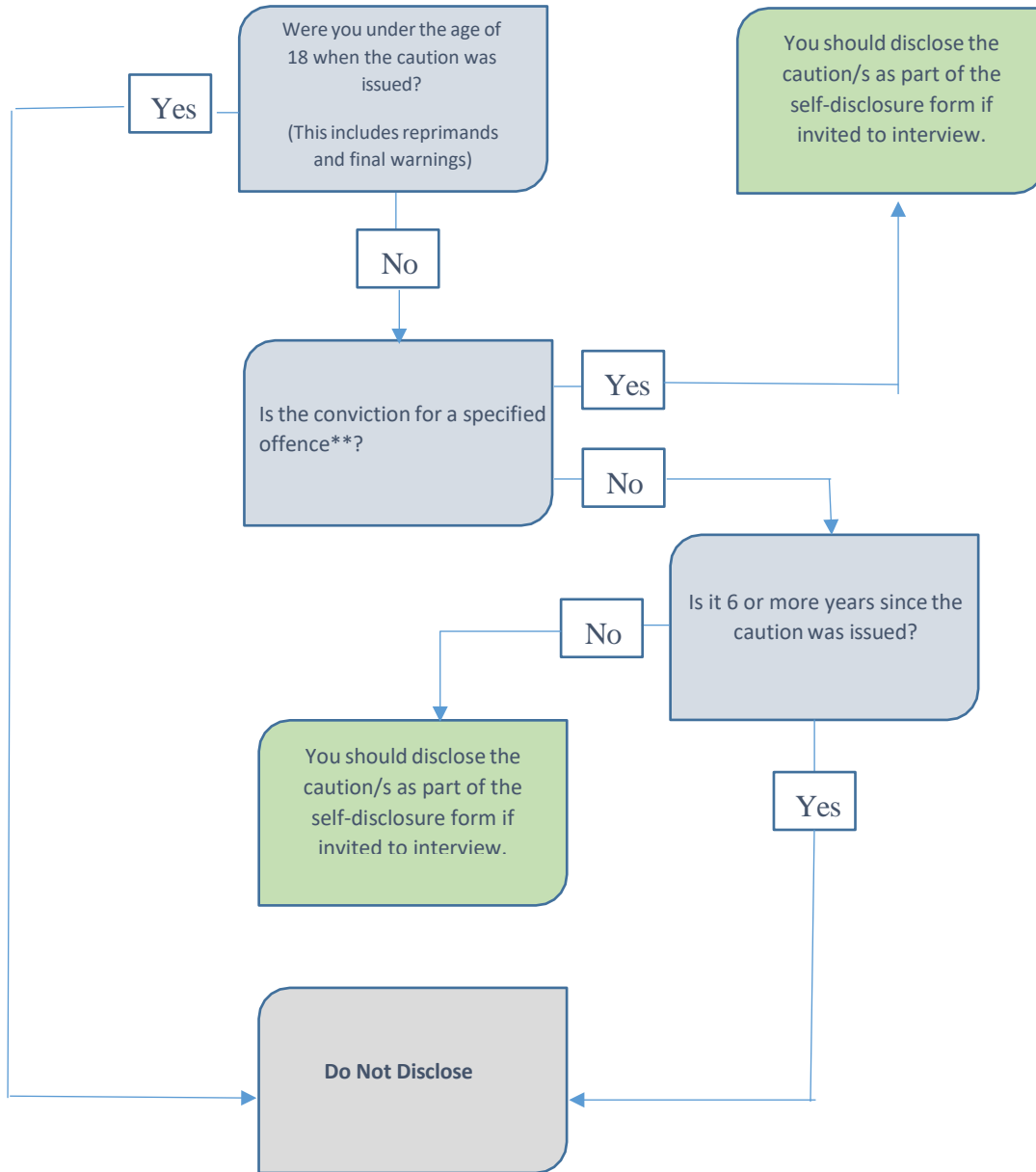
Please work through this for each conviction you have separately even if they were part of the same legal proceedings.





## Disclosure of a Caution

(This includes reprimands and final warnings)



\*\*<https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>