

## Guidance Notes for Applicants

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

### Key Points

- Complete the application form fully to apply for this vacancy, indicating clearly where any sections or questions are not applicable.
- Provide evidence of your experiences, skills and qualifications, as related to the person specification, in the relevant sections. If there is insufficient space, extra sheets may be attached.
- Please ensure that all gaps in employment and education history are fully explained on your application form.
- Please complete the Recruitment 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.
- Stephen Sutton Multi-Academy Trust (SSMAT) welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process.
- Make sure you return your application form by the closing date.
- After the closing date, the applications are passed on to the appointing manager for short listing.
- If your application form is submitted electronically, you will be asked to sign it at interview.

### References

As this post is categorised as part of the 'Children's Workforce', references will be taken up before interview.

Please provide e-mail addresses for your referees and advise them that they will be asked to provide a reference for you, if you are shortlisted for the post. When choosing referees, please ensure (where applicable) that one relates to your present job, or most recent employer and, where possible, provide one referee who can comment on your work with children.

Please state in what capacity the two referees are acting, e.g. current employer. Also, please note that references from relatives or friends are not acceptable.

### **Equal Opportunities**

SSMAT promotes equality of opportunity across all aspects of its operations and throughout its partner schools. The Trust aims to attract and engage applicants, who have the right combination of values, attitudes, skills and ambitions and we welcome applications from candidates that reflect the full diversity of society.

### **Data Protection Act**

The Data Protection Act 1998 places responsibilities on employers to process personal data in a fair and proper way. The Act came into force on 1 March 2000 and regulates the use of personal data, including any data you supply on this application form. The information that is provided in the application that you make is kept confidential and is only used for the purposes of personnel management.

As part of the recruitment process, the school/Trust may contact other organisations (such as the Disclosure and Barring Service, previous employer(s), education establishments, etc.) to check the factual information you have given on the application form. This information is only used in accordance with the Data Protection Act.

Where a candidate is offered a position, the school/Trust uses some of the information provided on the application form in the person's Contract of Employment. The information given on the Recruitment Monitoring Form is only used to monitor the application of the Trust's Equality and Diversity Policy and the effectiveness of recruitment and advertising strategies.

### **Audit Commission Fair Processing Protocol**

The Trust is under a duty to protect the funds that it administers and, to this end, may use the information 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.

### **Annual Leave**

Working 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, as set out in the School Teachers' Pay and Conditions Document.

Teaching assistants are not required to work during school closure periods, as this is deemed to be annual leave. Other support staff are subject to National Joint Council (NJC) terms and conditions of employment. Under these terms, staff are entitled to a minimum of 24 days of annual leave (excluding bank holidays). The amount of annual leave increases over time, is based on the level of your post and is pro-rata for part-time employees. Our annual leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> 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 that is proportional to the completed months of service during the leave year of entry.

*Number of days' leave entitlement based on salary and number of years of continuous service:*

	<i>0 - 4 yrs</i>	<i>5 - 14 yrs</i>	<i>15 – 24 yrs</i>	<i>25 yrs &amp; over</i>
<i>Up to SCP 28</i>	24	29	30	31
<i>SCP 29 – 40</i>	26	30	31	32
<i>SCP 41 &amp; over</i>	27	31	32	33

Term-time workers are entitled to annual leave and public holidays proportional to a whole year employee's entitlement. Support staff in schools are expected to take any annual leave entitlement during school closure periods.

### **Public/Extra-Statutory and Local Leave**

As well as annual leave, SSMAT schools are closed on the following eight days, when paid leave is granted to staff:

- Good Friday
- Bank Holiday Monday
- May Day (first Monday in May)
- Late Spring Bank Holiday (Monday)
- August Bank Holiday (Monday)
- Christmas and Boxing Day
- New Year's Day

### **Other Leave**

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

### **Working Hours**

The standard working week for full-time staff in schools is 37 hours, or 32.5 hours, dependant on their terms and conditions. Where posts are part-time, there is a pro rata entitlement to salary and annual leave, sick pay, maternity leave and pension rights.

### **Relationship to Employees, Governors or Directors / Canvassing**

Applicants must inform the school, in writing, if, to their knowledge, they are related to a member of staff (school or Trust core team) or governor of the school, or to a director of the Trust. An applicant will not be appointed if they canvass any of the above directly or indirectly, i.e. if they ask someone in a potential position of influence for help in getting a job.

### **Proof of Qualification**

Proof of relevant qualifications (in particular, those listed as essential in the Person Specification) will need to be provided during the selection process.

### **Right to Work in the UK**

Copies of evidence that an applicant is able to legally work within the UK will be needed. The following list details the documents that are acceptable for this purpose. Only the successful candidate's 'Right to Work in the UK' evidence copies are retained on file. All unsuccessful

candidates' copies are confidentially destroyed following the recruitment process, in accordance with the Data Protection Act.

The following documents may be used as proof of 'Right to Work in the UK':

1	A <b>passport</b> showing that the holder, or the person named in the passport as the child of the holder, is a <b>British citizen or a citizen of the UK and Colonies, having the right of abode in the UK.</b>
2	A <b>passport, or national identity card</b> , showing the holder, or the person named in the passport as the child of the holder, is a <b>national of a European Economic Area country, or Switzerland.</b>
3	A <b>Registration Certificate, or Document Certifying Permanent Residence</b> , issued by the Home Office to a <b>national of a European Economic Area country, or Switzerland.</b>
4	A <b>Permanent Residence Card</b> , issued by the Home Office to the <b>family member of a national of a European Economic Area country, or Switzerland.</b>
5	A <b>current Biometric Immigration Document (Biometric Residence Permit)</b> , issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
6	A <b>current passport, endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.</b>
7	A <b>current Immigration Status Document</b> , issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK, <b>together with</b> an <b>official document</b> giving the person's <b>permanent National Insurance number</b> and their <b>name, issued by a Government agency or a previous employer.</b>
8	A <b>full birth or adoption certificate issued in the UK</b> , which includes the name(s) of at least one of the holder's parents or adoptive parents, <b>together with</b> an <b>official document</b> giving the person's <b>permanent National Insurance number</b> and their <b>name, issued by a Government agency or a previous employer.</b>
9	A <b>birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland</b> , <b>together with</b> an <b>official document</b> giving the person's <b>permanent National Insurance number</b> and their <b>name, issued by a Government agency or a previous employer.</b>
10	A <b>certificate of registration or naturalisation as a British citizen</b> , <b>together with</b> an <b>official document</b> giving the person's <b>permanent National Insurance number</b> and their <b>name, issued by a Government agency or a previous employer.</b>

<b>11</b>	A <b>current passport, endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.</b>
<b>12</b>	A <b>current Biometric Immigration Document (Biometric Residence Permit)</b> , issued by the Home Office to the holder which indicates that the <b>named person can currently stay in the UK and is allowed to do the work in question.</b>
<b>13</b>	A <b>current Residence Card (including an Accession Residence Card or a Derivative Residence Card)</b> issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
<b>14</b>	A <b>current Immigration Status Document containing a photograph</b> issued by the Home Office to the holder <b>with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document</b> giving the person's <b>permanent National Insurance number</b> and their <b>name, issued by a Government agency or a previous employer.</b>
<b>15</b>	A <b>Certificate of Application, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006</b> to a family member of a national of a European Economic Area country, or Switzerland, stating that the holder is permitted to take employment, <b>which is less than 6 months old.</b> (For the successful candidate, the Trust will also request a <b>Positive Verification Notice</b> from the Home Office Employer Checking Service.)
<b>16</b>	An <b>Application Registration Card</b> , issued by the Home Office, stating that the holder is permitted to take the employment in question. (For the successful candidate, the Trust will also request a <b>Positive Verification Notice</b> from the Home Office Employer Checking Service.)

Any document/s provided must be original and must be provided, when requested, during the recruitment process.

#### **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act was introduced to help applicants, who have been convicted of a criminal offence and have not re-offended for a period of time since the date of their conviction, to avoid discrimination when applying for jobs,

The Act allows certain types of convictions to be treated as 'spent', after a certain (variable) period of time. Applicants are no longer legally required to disclose convictions that are 'spent', unless the post they are applying for is exempted from this. In the case of more serious crimes, e.g. where the sentence is more than five years of imprisonment, the conviction can never become 'spent' and must always be taken into account.

Exceptions Orders exist to protect vulnerable groups, such as children, young people, and the elderly, sick or disabled. In such cases, employers are legally entitled to ask applicants for details

of all convictions, regardless of whether they are 'spent' or 'unspent', under the Rehabilitation of Offenders Act. For the preferred candidate, all details of convictions are disclosed by the Disclosure and Barring Service

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

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

Having an 'unspent' conviction will not necessarily bar someone from employment. The decision will depend on the circumstances and background to the offence(s) and the role and context of the job itself.

For all other criminal convictions, applicants only need to disclose convictions that are not 'spent'. A conviction is regarded as spent where a 'rehabilitation period' has been served. These periods vary according to the sentence received, as follows:

Sentence	Rehabilitation Periods (spent after ...)	
	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 up to 2 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 centre (abolished 1988)	3 years	3 years
Absolute discharge	6 months	6 months

Sentences for which the rehabilitation period varies:

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)
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Attendance centre orders	Length of the order, plus 1 year
Hospital order	2 years after the order expires (with a min. of five years from the date of conviction)
<b>Suspended sentences are treated in the same way as for the full sentence</b>	
<b>Consecutive and concurrent sentences</b> 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. E.g. a person (18 or over) sentenced to two terms of imprisonment of six months each, to run concurrently, is subject to a rehabilitation period of 7 years. If the sentences were ordered to run consecutively, they would be subject to a rehabilitation period of ten years.	
<b>Extension of rehabilitation periods</b> 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, i.e. an offence that can be tried only in a magistrates' court, then the first rehabilitation period is not affected and both rehabilitation periods run their separate courses. If, however, the second conviction is more serious and could be tried in crown court, then neither conviction becomes '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.	

### **Safer Recruitment Checks**

SSMAT undertakes the most stringent vetting of all our staff. This includes Disclosure and Barring Service checks (DBS), referencing, scrutiny of previous employment history and checks against client and employee records, along with the Childcare Disqualification Declaration (as appropriate). For teachers, a Teachers Prohibition Check is also completed. A trace against these does not mean that applicants are unsuitable for employment. It does, however, allow the Trust/school to explore and address any potential conflicts of interest and assess suitability for employment. Signing an application form indicates the applicant's consent for such checks to be undertaken.