



LORETO GRAMMAR SCHOOL RECRUITMENT AND SELECTION PROCEDURE GUIDANCE NOTES FOR TEACHING STAFF APPLICANTS

IT IS IMPORTANT THAT YOU READ THESE NOTES OF GUIDANCE BEFORE COMPLETING YOUR APPLICATION FORM

Loreto Grammar School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment and selection procedures are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2016 (KCSIE), Disqualification Under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

APPLICATION PROCESS

1 Please read carefully all the documents for your information:

- Information for Candidates incorporating letter from Headteacher and job description
- Person specification
- Ofsted report dated October 2008
- Monitoring Inspection report from Diocese of Shrewsbury dated November 2013
- Application form
- Recruitment Monitoring form
- Advertisement

All of these documents can be found on the school website www.loretogrammar.co.uk under the 'Information' tab on the home page. Application forms only are also available by contacting the school office by telephone.

2 Applicants will have access to a job description and, wherever possible, a person specification for the relevant role. The person specification, which is divided into attributes which are essential and desirable, outlines the skills, knowledge and experience applicants will need to have to be able to successfully undertake the role. Use the person specification to help you pick out the relevant aspects of your experience, skills and knowledge. The short-listing panel will be looking for evidence in your application form that you match each of the criteria on the person specification. It

is important that you use examples in your application to show clearly how you meet the essential and desirable criteria.

- 3 **Applications will only be accepted from candidates completing the application form in full.** Please complete clearly in dark ink by hand or type as it may be photocopied. We do not accept CVs in support of your application. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided. Incomplete application forms will be returned to the applicant where the closing date has not passed.
- 4 **Please prepare your application form with a covering letter outlining your suitability, addressed to Mrs J Beever, Headteacher,** and signed by you. Completed applications should be emailed to recruitment@loretogrammar.co.uk or posted to school, for the attention of Ms C Dugdale. Please DO NOT upload your application to the TES online.
- 5 Take care to complete all sections of the application form. If you think some sections do not apply to you, write N/A in the section provided for your answer.

If you fail to disclose the appropriate information and are successful if being appointed, this could result in dismissal or disciplinary action. It should be noted however, that a criminal record will not necessarily be a bar to successfully obtaining a position in a school.

- 6 Date of Birth: The Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. Date of birth details are requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', DFES-04217-2006.
- 7 **Recruitment Monitoring Form** – applicants are not obliged to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school to fulfil its duties under the Equality Act 2010. It will be used purely for monitoring and statistical purposes and will not form part of the recruitment process.
- 8 Please observe the closing date as no applications will be accepted after this date.
- 9 Please address any queries you may have to Claire Dugdale, Personnel Officer by email to recruitment@loretogrammar.co.uk or telephone the school on 0161 928 3703.
- 10 Applications received by email will normally be acknowledged.
- 11 Applicants are reminded that Loreto Grammar School is a Roman Catholic Grammar School for girls with Academy status where the governing body is the employer and the post will be subject to the terms and conditions of the appropriate contract of employment.
- 12 **If you have not heard from us within 3 weeks of the closing date, please assume that your application has been unsuccessful on this occasion. You are thanked for your interest but unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.**

SHORTLISTED CANDIDATES

- 13 Once the closing date has passed, the application forms will be reviewed in order that a shortlist can be drawn up. Shortlisting will be performed by reference to the job description and person specification applicable to the role as well as any other relevant criteria set by the school for the purposes of recruitment selection.

The shortlisting panel will include a member who has the authority to make decisions about the

appointment, or in the case of a Headteacher appointment, someone who can make a recommendation about who to appoint, to the governing body. At least one member of the shortlisting panel will have received recruitment and selection training and 'Safer Recruitment' training.

If you are shortlisted, you will be invited for interview by letter and email. You will be sent the following information:

Date and time of interview, parking details, programme for the day, details of the observed lesson/presentation/other task which will form part of the interview (if appropriate), year group to be taught and number of students (if appropriate).

Any candidates declaring a disability on their application form will be asked whether they need any adjustments to be made during the selection process.

- 14 All interview questions will be agreed by the interviewing panel in advance and all questions will be asked to each candidate. Interview notes will be documented and kept on school files for 6 months.
- 15 Candidates will be asked to bring to interview the following original documents:
 - Original certificates of qualifications including degree
 - QTS certificate and verification of successful completion of statutory induction period (where appropriate)
 - Passport and/or visa
 - National Insurance Card or letter from HMRC
 - Current DBS certificate or documentary evidence of identity for DBS requirements.
This can be: current driving licence or passport which includes a photograph, birth certificate or marriage certificate plus a document such as a utility bill or financial statement that shows your full name and address dated within the last 3 months. Three **ORIGINAL** documents must be seen in total
 - Where appropriate, any documentation evidencing a change of name.
 - Evidence of MPS (payslip, salary letter etc) and threshold/UPR (if applicable)
 - Documentary evidence of a change of name eg marriage certificate, statutory declaration (deed poll).
 - Proof of date of birth in accordance with Keeping Children Safe in Education. The School does not discriminate on the grounds of age.

These will all be photocopied, with your permission, for our records.

REFERENCES

- 16 **Please note that 2 referees will be contacted at the same time that candidates are invited for interview.** In the case of a Catholic applicant, a third referee should be your Parish Priest/Priest of the Parish where you regularly worship **At least one of these must be your current/most recent employer. IT IS ESSENTIAL that you provide accurate address, telephone AND email address details for each referee.**
- 17 Previous employers who have not been named as referees may be contacted to clarify employment history and to verify particular experience.
- 18 None of the nominated referees should be a relative or someone known to you solely as a friend.
- 19 If the current/most recent employment does/did not involve work with children, then the second

reference should be from the employer with whom you most recently worked with children.

- 20 All referees will be asked whether they believe you are suitable for the job for which you have applied and whether they have any reason to believe that you are unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role. If the referee is a current or previous employer, they will also be asked to confirm the following:

- Your dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;
- Whether you have ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious; and
- Whether any allegations or concerns have been raised about you that related to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.

(* questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

- 21 The School will only accept references obtained directly from the referee and will not rely on reference or testimonials provided by the applicant or on open references or testimonials.
- 22 The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with you and the relevant referee before any appointment is confirmed.
- 23 The School may, at its discretion, make telephone contact with any referee to verify the details of the written reference provided.
- 24 Governors will have the final decision upon the suitability of references supplied.

EMPLOYMENT CHECKS

- 25 The offer of employment to the successful candidate is conditional upon:
- A mutually acceptable start date
 - The signing of a contract incorporating the School's terms and conditions of employment
 - Satisfactory references
 - Verification of qualifications and professional status
 - Satisfactory medical assessment – It is the School's practice that all applicants to whom an offer of employment is made, must complete a medical questionnaire and may be required to pass a medical examination by the occupational health advisors used by the school.
 - A check on the Barred List where the position amounts to 'regulated activity'.
 - Satisfactory enhanced DBS disclosure/updates where the position amounts to 'regulated activity'
 - Verification of identification
 - Satisfactory proof of eligibility to work/live in the UK eg passport, national identity card, residence permit/certificate etc
 - For positions which involve 'teaching work', information about whether you have ever been referred to, or are the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership (NCTL) which renders you unable or unsuitable to work at the School

- If you have carried out teaching work outside the UK, information about whether you have been referred to, or are the subject of a sanction issued by a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School
- Information about whether you have ever been subject to a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School.
- For management positions, information about whether you have ever been referred to the Department for Education, or are the subject of a direction under section 128 of the Education and Skills Act 2008, which renders you unable or unsuitable to work at the School
- Any further checks which the School decides are necessary as a result of you having lived or worked outside of the UK which may include an overseas criminal records check, certificate of good conduct or professional references.
- The School also reserves the right to obtain such formal or informal background information about you as is reasonable in the circumstances to determine whether you are suitable to work at the School. This may include internet and social media searches.

Please note that checks will be made on: qualified teacher status (QTS), completion of induction, Prohibition Orders, an active teaching restriction, suspensions or conditional orders and failure of induction or probation period, via the Employer Access Service.

OFFER OF EMPLOYMENT

- 26 Depending on the vacancy and other factors, the process of recruitment will vary. It will consist of one or more interviews and a selection of; assessment criteria, tasks, lesson observations, presentations, student panels etc.
- 27 Once the recruitment process is complete, the recruitment panel will consider all of the applicants in light of applications, personal statements, references, supplementary documents, results of checks and performance at interview as against the job description, person specification and any other relevant standards for the post. The chair of the panel is responsible for summarising to what extent each candidate met the selection criteria and for recording the decision.

An offer of employment to the preferred applicant will be made but it will stipulate that the offer is conditional upon receipt of a satisfactory DBS check and all of the other relevant employment checks as detailed above.

All new support staff appointments to the School as required to complete a 6 month probationary period.

DATA PROTECTION

- 28 The School is legally required to undertake the above pre-employment checks. For the successful candidate, application forms, interview notes, references, identity checks etc are retained on file. For unsuccessful candidates, these documents are destroyed 6 months after the recruitment process has concluded.

Photocopies of original documents of appointed candidates eg qualifications etc are kept in the individual's personnel file.

SAFEGUARDING

- 29 Loreto Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- 30 Applicants must be willing to undergo pre-employment child protection screening appropriate to

the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

- 31 Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 32 If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences related to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although he/she may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.
- 33 This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

EQUAL OPPORTUNITIES

- 34 Loreto Grammar School's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly. The information you provide in your application is the only information we will use in deciding whether or not you will be shortlisted for the selection process. Every vacancy is based on a job/person specification which describes the skills, experience and aptitudes we are looking for.
- 35 The Governing Body supports equality of opportunity in employment and will follow the school's own Equal Opportunity policy and will not discriminate on the grounds of gender, race, colour, nationality, ethnic origin, disability, religion or religious belief, marital or civil partner status, sex or sexual orientation or age. All employment and pay related decisions will be taken in compliance with the Race Relations (Amendment) Act 2000, Disability Equality Duty (2003) and Equality Act (2006).
- 36 The 'Memorandum on Appointment of Teachers to Catholic Schools' states that: The most senior roles in the school, ie the posts of Headteacher, Deputy Headteacher and Head of Religious Education must be filled by a baptised and practising Catholic.

GENERAL

- 37 You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected.

Information obtained during the recruitment process will be treated as confidential and all records will be stored securely, either electronically or on paper.

LORETO GRAMMAR SCHOOL

REASONABLE ADJUSTMENTS STATEMENT

EQUALITY ACT 2010

We understand that some disabled applicants may, due to the nature of their disability, find some parts of the recruitment process challenging. We aim to ensure that all applicants are provided with the same opportunities during the recruitment process and, to that end, we strive to comply with the duties placed upon us to make reasonable adjustments as prescribed by the Equality Act 2010.

Should you have a disability and require a particular adjustment to be made to allow you to fully participate in the recruitment process, please ensure that this is made known to the person identified in the Invitation to Interview Letter when confirming your availability to attend interview as our duty to make reasonable adjustments only applies where we know about, or ought reasonably to know about, your disability (contact details for the relevant person to contact will be provided in your Invitation to Interview Letter).

Below is a non-exhaustive list of some of the types of adjustments that we may make to ensure that the recruitment process is fair to all applicants, if it is reasonable to do so in all the circumstances:-

- Modification to documentation – this may include providing documents in large print, in Braille format or on audio CD and/or providing oral instruction on documentation for those applicants with a learning disability;
- Modification of procedures for testing and/or assessment – this may include allowing an applicant to provide oral answers as opposed to written where the applicant has, for example, a disability which affects their manual dexterity. Conversely, an oral test may be completed in writing where the applicant has a disability which affects their speech;
- Provision of a Reader for a visually impaired applicant;
- Provision of Auxiliary Aids – for example, a person to guide a visually impaired applicant around the interview venue;
- Provision of special equipment – for example, adapted keyboards for applicants whose disability may affect their manual dexterity and/or large screen computers for applicants with visual impairments;
- Provision of a Sign Language Interpreter for an applicant with a hearing impairment;
- Where interviews are being conducted by telephone, provision for interview by textphone for an applicant with a hearing impairment;
- Provision of vehicle parking as proximate to the interview venue as reasonably practicable for an applicant with a mobility impairment;
- Modification of interview premises – for example, in order to ensure that an applicant who uses a wheelchair can gain access to the building where the interview is being held, the school may consider using ramps, holding interviews on the ground floor (if there is no adequate lift), considering the placement of furniture and rearranging if necessary etc.