KIRKBALK ACADEMY



Recruitment Pack

Teacher of Mathematics

RECRUITMENT INFORMATION PACK

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Opened as an Academy in March 2015, Kirk Balk Academy boasts some of the best facilities in the country.

Executive Principal's Welcome

Thank you for your interest in joining Kirk Balk Academy.

This is a truly unique opportunity to play a key role in shaping the provision of secondary education and lifelong learning opportunities within Barnsley. Opened in March 2015, Kirk Balk Academy is one of the best -resourced schools in the region, set within a multi-million-pound new build campus.

We provide a learning environment which opens up high aspirations to our young people and their families and contributes significantly to the community in which our school so proudly resides.

In 2016, 65% of our students gained A*-C grades in English. 68% achieved the same in Maths. Our results are improving and we are confident of further improvements this academic year.

We believe Kirk Balk Academy provides the perfect environment to bring out the very best in our young learners and we are very proud of what we have achieved so far on our journey.
All new members of staff joining us are central to our success. They will drive and accelerate the outstanding provision we offer to this community. We want our young people and their families to develop a love of learning; we want them to value learning, learn how to learn effectively, be excited by learning and develop a desire to continually learn throughout their lives – and we understand for this to become a reality year on year, we need the very best people to join our staff team.

If you feel you have the skills, experience and drive to help support our aims then please do read on.

Jo Nolan – Executive Principal

Introduction to Kirk Balk

Kirk Balk Academy is an 11-16 mixed comprehensive school situated in Hoyland, approximately six miles south of Barnsley. It serves the communities of Hoyland, Hoyland Common, Elsecar, Platts Common, Blacker Hill, Jump, Birdwell, Pilley and Tankersley, which were traditional mining villages before pit closures. Hoyland village has a small shopping centre and covers an area of about three square miles, with a population of approx.17,000.

There has been relatively little social movement or change in the areas and consequently there is a strong feeling of continuity and identity. Children are likely to have had parents and even grandparents who also attended Kirk Balk.

Kirk Balk has good rail and road links, and is within easy reach of Sheffield, Huddersfield, Leeds, and Wakefield, located minutes from J36 of the M1 motorway. There are beautiful country areas and parks within a short distance, the Peak District and other parts of Yorkshire are easily reached.

Kirk Balk is proud of our tradition of encouraging young people to succeed not only in the classroom, (where examination results have steadily improved over the last decade), but also in other spheres including Sport and the Arts.



Eight years ago Barnsley initiated a re-organisation of its secondary stock, with some schools merging and all becoming new builds. Kirk Balk has stayed within its locality and simply moved into a new building in April 2011. The building took the staff, head teacher, local officers and architects over three years to plan, and a further 20 months to complete.

With every room and facility purpose built, Kirk Balk is a great environment in which to teach and work. Over £30 million has been invested in making a bright building that gives the local community every chance for success. The spaces in the building provide opportunities to teach in rooms that are larger than the average classroom, with Smart Interactive Whiteboards providing scope for multi-user kinesthetic learning at a touch.

There are a number of specialist areas in the building including a four-court sports hall, a super lab, 12 ICT suites, 2 drama studios, a lecture theatre, a construction centre, an industrial engineering room, a catering kitchen and spaces to allow students to continue their studies independently.

Northern Education Trust

Kirk Balk converted to an Academy on 1st March 2015. The sponsor is Northern Education Trust.

Northern Education Trust is a not-for-profit education charity who are the sponsors. They are developing into a nationally recognized and trusted academy sponsor with an excellent reputation. They have vast experience of school improvement and have in addition a wide range of expertise and specialised experience to call upon, having access to the FE, University, private and voluntary sectors as well as schools and local authorities. Northern Education Trust will provide direct expertise and support on curriculum development, teaching and learning, leadership and organisational effectiveness and performance management.

Values and Principles

We intend that all our academies will share:

- A commitment to the achievement, personal development and well-being of children and young people, where the welfare of others is seen to be the first concern of all no matter their starting point
- A commitment to one academy rule: "All students and adults are expected to behave in a responsible manner, both to themselves and others, showing consideration, courtesy and respect at all times."
- A commitment to promoting and supporting parent and carer engagement in the development of learning and educational experience of their children
- A commitment to the professional development and welfare of all the staff who are employees of the Northern Education Trust
- A commitment to understand the community context within which the academy operates and to engage in appropriate activities with other agencies and community groups in order to promote community cohesion and economic regeneration
- An aspiration to be the best, not just nationally but internationally
- Outstanding learning and teaching which engages pupils and is active, collaborative and encourages independence
- A commitment to student voice intended to empower and involve young people in the development and delivery of their own education and the life of their academy
- A modern curriculum which meets the needs of all learners, has clear progression routes internally and to both employment and further and higher education
- Professional networks, within our group and beyond, providing school to school support, opportunities for pupils, and sharing professional development
- A commitment to community involvement with our schools and to lifelong community learning.

Further details about the work of the Northern Education Trust can be found at www.northerneducationtrust.org

Barnsley Metropolitan Borough Council supports the Academy status and is developing a close relationship with the sponsor, Northern Education Trust. The learning and standards team is involved in brokering support and building partnerships to drive improvement in all schools and academies. The Council will also ensure that the Academy will continue to work in collaboration with the wider community of schools and academies to provide the best learning opportunities for the people of Barnsley.



The Principal has had a striking impact on the improvement of the school. Everyone agrees that she has brought clarity of vision, rigor to school improvement and a focus, which is shared and understood."

Ofsted Monitoring Report 2014

Staff and Students

Ms Jo Nolan was appointed Executive Principal of Thomas Hepburn Community Academy and Kirk Balk Academy in the summer term of 2016 after a very successful spell as Principal for over 2 years.

Mr Dean Buckley was promoted from Vice Principal to Head of Academy a few weeks later.
Mr Martin Davies (Vice Principal), Mr Richard Whitfield (Acting Vice Principal), 2 Assistant Principals and 4 Directors complete the Senior Leadership Team.

The staffing structure and curriculum are constantly being reviewed but departments are primarily suited in faculties, with TLR holders supporting the Faculty Directors and Heads of Department. Currently, non-teaching Heads of House help support the well-being and pastoral development of all students.

There are currently 1074 students on roll. The admission number for each year group is 240. The vast majority of our students live in the local villages, come from a wide range of backgrounds and cover the full range of ability – a truly comprehensive intake. The students are biddable and attendance is very good.

We work hard to achieve a low level of exclusions. Attendance to our wonderful Academy, is outstanding

The Application Process

All details, including the Application Form, Job Description and Person Specification can be found on our school website: www.kirkbalkacademy.org

We would expect that all prospective candidates spend some time reviewing our website where a vast array of further information about our college exists. However, should you require any additional information about this post or would like an informal discussion/visit, please contact Michelle Pedler, PA to the Principal, on telephone number 01226 742286 or email mpedler@kirkbalkacademy.org

Informal visits are welcome before the closing date – please see the specific job advertisement for further details. For further information and an application pack for the post please contact Michelle Pedler as above.

To apply, please email your completed application and recruitment monitoring form to mpedler@kirkbalkacademy.org or send in the post for the attention of Michelle Pedler, Principal's PA.

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt. A letter will be sent to shortlisted candidates with details of the interview process.

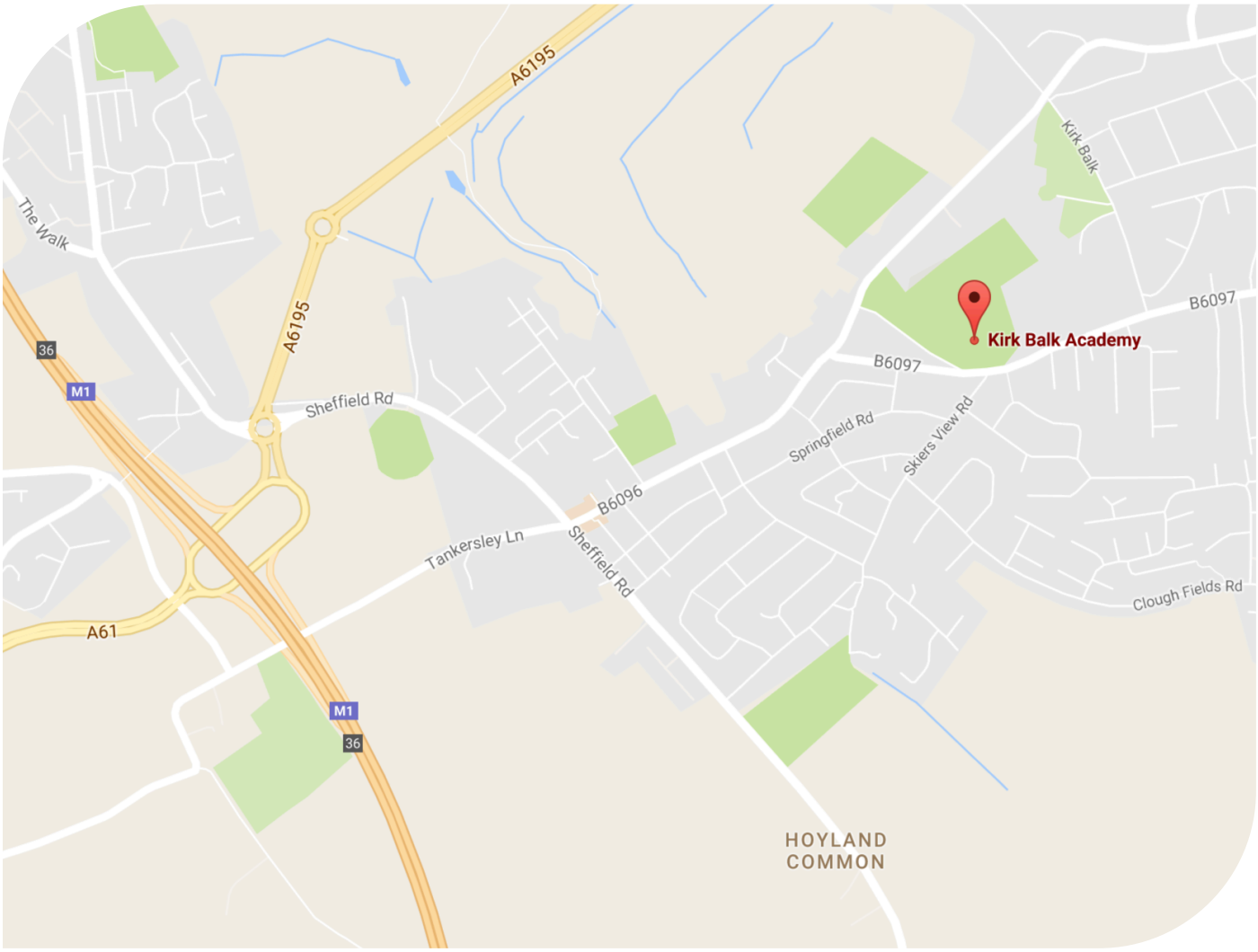
If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Kirk Balk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application. We are an Equal Opportunities employer with excellent CPD provision.

If you have any queries on any aspect of the application process, or need additional information, please contact Michelle Pedler (PA to the Principal) on 01226 742286 or by e-mailing mpedler@kirkbalkacademy.org.



Where to Find Us



Directions to the College

From Junction 36 of the M1 motorway, at the initial roundabout follow signs to Barnsley. At the second roundabout take the turning towards Hoyland [A6135]. You will pass a Jet petrol station on the left and a Primary School on your right. After the pedestrian crossing, turn left at the traffic lights. You will pass the Co-op supermarket on the left. Continue on until there is a right hand turn as the road bends to the left. Take this turn that is again signposted to Hoyland. You are now on West Street. As you approach the College, there is the Hoyland Leisure Centre and a bus stop shelter on the left. Turn left into the car park that we share with the Leisure Centre and then sharp left up the drive to the College and into a further car parking area

JOB DESCRIPTION – TEACHER OF MATHEMATICS

THE SCHOOL TEACHER'S PAY AND CONDITIONS DOCUMENT (STPCD) SETS OUT THE STATUTORY RESPONSIBILITIES OF ALL STAFF. THIS JOB DESCRIPTION COMPLEMENTS THAT DOCUMENT AND PROVIDES THE SPECIFIC CONTEXT FOR THE POST. THE POSTHOLDER WILL BE EXPECTED TO UNDERTAKE DUTIES IN LINE WITH THE TEACHERS STANDARDS.

Post Title:	**Teacher of Mathematics**
Salary/Grade:	**MPS**
Key Responsibility:	To undertake an appropriate programme of teaching.
Reporting to:	Director of Mathematics
Liaising with:	Senior Leadership Team, Heads of House, Progress Leaders, Inclusion Staff and SENCO, relevant staff, governors and parents, where appropriate.
Working time:	Full time
Disclosure Level:	Enhanced
Teaching:	1. Provision - provide overall direction for students learning for your teaching groups ensuring that provision is made for students of all abilities that they are effectively taught and that learning, progress and achievement are evident. Work with other staff in contributing to the total learning of students including extension and enrichment activities. 2. Expectations - set and maintain high standards and aspirations for students ensuring that they are treated with dignity and respect, that they receive appropriate care, guidance, support and recognition. 3. Planning - ensure the preparation, planning and delivery of the agreed curriculum utilises flexible approaches to learning, ensuring that the teaching meets the needs of learners and the appropriate demands and requirements of the National Curriculum, external examination specifications and associated policies. 4. Monitoring - ensure that agreed evaluation procedures monitor levels of progress, attainment and achievement against individual student targets, whole school targets and nationally recognised benchmarks. 5. Assessment - ensure that marking, assessment, recording and reporting practices are both effective, and compliant with the schools policies.
Form Tutor:	1. Care, Guidance and Support - provide high quality care, guidance and support for a group of students, fully implementing the schools philosophy and policy concerning the role of Form Tutor. 2. Partnership - actively promote the partnership between the home and the school through regular contact/meetings with parents/carers and students
Learning Environment:	1. Climate for learning - ensure that policies in relation to effective learning, student rewards and managing behaviour are implemented to ensure a secure and well-ordered and disciplined teaching and learning environment within your classroom. 2. Display - ensure within your learning spaces and adjacent spaces the effective display of student work, artefacts and commercial materials to create visually stimulating and informative learning environment, and liaising with the display technicians to ensure displays are regularly updated. 3. Fabric and Furniture - monitor the use of your learning spaces, adjacent spaces and stairwells to ensure that they are safe, attractive, clean, tidy and well maintained.

Curriculum Development:	1. Preparing, delivering and developing with others (staff and partners) aspects of the curriculum. 2. To keep up to date with national developments in the subject area and teaching practice and methodology. 3. Monitor and respond to curriculum development and initiatives at national, regional and local levels.
Staffing:	1. Where appropriate to be responsible for the efficient and effective deployment of support staff in your classroom.
Management Information:	1. To ensure the maintenance of accurate and up-to-date information concerning the subject on management information systems for your classes. 2. To make use of the analysis and evaluate performance data. 3. To identify and take appropriate action on issues arising from data, systems and reports. 4. To produce reports on performance, including the use of data.
Communications:	1. To ensure effective communication and consultation as appropriate with the parents/carers of students. 2. To liaise with relevant external bodies e.g. higher education, industry, examination boards, awarding bodies, etc. 3. To communicate effectively with colleagues from other curriculum areas. 4. Promote the subject.
Other Specific Duties:	1. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. 2. To work towards and promote the vision and current aims of the school. 3. To support and contribute to the achievement of every child's outcomes. 4. To support and contribute to the schools responsibility for safeguarding students. 5. To undertake personal and professional development as agreed. 6. To maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. 7. To engage actively in the performance review and development process. 8. To undertake any other duty as specified by the Principal not mentioned in the above. 9. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 10. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description. 11. Employees will be expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. 12. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. 13. To comply with the school's health and safety policy and to undertake risk assessments as appropriate.
This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.	

PERSON SPECIFICATION – TEACHER OF MATHEMATICS

		Essential	Desirable	A/C/I/R
Qualifications	Degree or equivalent in an appropriate subject	*		A/C
	Qualified Teacher Status by start date	*		A/C
	Further higher qualifications		*	A/C
Experience	Teaching or teaching practice across a range of age and ability	*		A/I/R
	Use of a variety of teaching styles and approaches	*		A/I
	The awareness of the assessment, recording and reporting of student's attainment and its use to further student's learning		*	A/I
	Experience of reflecting on and improving teaching practice to increase student achievement		*	A/I
Knowledge	Up to date knowledge in the curriculum area		*	A/I/R
	Understanding of the strategies needed to establish consistently high aspirations and rates of progress	*		A/I
	A knowledge of the Teaching Standards	*		A/I
	Knowledge of strategies that promote a positive climate for learning	*		A/I
	To make use of ICT as a tool for teaching and learning	*		A/I
Skills and Abilities	Excellent classroom teacher, or has the capacity to become one	*		A/I/R
	The ability to deliver engaging and motivating lessons to students across both Key Stages	*		A/I
	Ability to develop appropriate learning resources and to contribute to the departments Schemes of Work	*		A/I
	Effective and systematic behaviour management	*		A/I
	Strategic thinker who tailors lessons to student needs	*		A/I
	Understands and interprets complex data to drive student attainment		*	A/I
	Genuine passion and a belief in the potential of every student	*		A/I
	Promote positive relationships in order to fulfil the potential of every student	*		A/I/R
	Good communication, planning and organisational skills	*		A/I
	To work as a team supporting department members in developing and sharing good practice	*		A/I
Personal Attributes	Enthusiasm, energy, flair and imagination	*		A/I
	Demonstrates resilience, motivation and commitment to driving up standards of achievement	*		A/I
	Willingness to be involved in the full life of the school including extra-curricular activities	*		A/I
	Commitment to raising the aspirations of students	*		A/I
	Ambitious – a commitment to regular and on-going professional development and training to establish outstanding classroom practice	*		A/I
	Good health and attendance record	*		R
	Commitment to equality of opportunity and the safeguarding and welfare of all students	*		A/I/R

The post holder will require an enhanced DBS check if offered the position. (Kirk Balk Academy will arrange).

A – Application form
C – Certificates
I – Interview
R – References

Appendix i

BARNSLEY
Metropolitan Borough Council

DISCLOSURE AND BARRING SERVICE (DBS)

(FORMERLY CRIMINAL RECORDS BUREAU - CRB) DBS

IDENTITY CHECKING GUIDANCE FROM 01 JULY 2014

In September 2012 the Disclosure and Barring Service (DBS) introduced enhancements to DBS identity checking guidelines. These guidelines applied to all applications for a DBS check.

The Government's enhancement to the DBS's identity verification guidelines was introduced to strengthen the process used by Registered Bodies for validating applicants in order to improve public protection. In particular, the changes, which were a government priority, made it more difficult for individuals to conceal previous criminal records by changing their identity. Therefore, the focus was on requiring applicants, in the first instance, to produce documents that they would have acquired having undergone stringent identity verification with the document issuer, such as the Identity and Passport Service or the Driver and Vehicle Licensing Agency.

The new ID checking process involved three routes and incorporated a new external ID validation check to be used by Registered Bodies for applicants who were unable to provide **Group 1 Primary Identity Documents (Route One).**

Further to the September 2012 enhancements, on the 01 July 2014, an Adoption Certificate (UK and Channel Islands ONLY) and the EU photo card driving licence were both added to the **Group 1 Primary Identity Documents**. Therefore the 'List of Valid Identity Documents', which appears at the end of this document, has been updated to reflect these additions.

Route One

All applicants must initially be considered for Route One.

Can the applicant produce a Group 1 document? If yes, then the applicant must produce 3 documents:

- 1 document from Group 1 (**refer to list of Valid Identity Documents**); **and**
- 2 further documents from Group 1, 2a or 2b; one of which must verify their current address.

If the applicant has satisfied this route, then the document check is complete. If the applicant cannot produce a Group 1 document then go to Route Two.

NOTE – EEA Nationals (Non-UK):
Where an EEA National has been resident in the UK for five years or less, the Registered Body should validate identity via Route One through the checking of a Current Passport or Current UK Driving Licence (photo card only) plus 2 further documents.
In the absence of a Group 1 document the Registered Body must satisfy themselves of a valid reason for using Route Two.

NOTE - Non-EEA Nationals:
All Non-EEA Nationals should be validated via **Route One only.**

Route Two

The applicant must produce:

- 3 documents from Group 2 comprising of;
  - 1 document from Group 2a; **and**
  - 2 further documents from Group 2a or 2b; one of which must verify their current address.

and

- The organisation (Barnsley MBC Human Resources Safeguarding Team) conducting the ID check will then need to ensure an appropriate external ID validation service is used to check the applicant against their records to establish the applicant's name and living history footprint.

If you have tried to use Route Two, but have been unable to validate the applicant's identity successfully, you may consider proceeding to Route Three.

Please be advised that Route Three should only be used in circumstances once you have fully explored with the applicant why their identity has not been successfully validated via Routes One or Two. To do this, the Manager/Head teacher should hold a probing discussion with the applicant about the likely reasons why their identity has not been validated **before** considering using Route Three. The Manager/Head teacher should keep a record of this discussion for internal purposes as it is the Registered Body's responsibility to establish the true identity of the applicant through the examination of a range of documents as set out in this guidance.

Should you still be unable to validate the applicant's identity using Routes One, Two or Three, then the applicant will need to be sent for fingerprinting by the Police, which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.

Route Three

ALL Registered Bodies must have exhausted Route One and should have endeavoured to have accessed an external validation check (Route Two) before you consider processing them through Route Three.

If the applicant cannot meet the requirements of Route One and Two, the Manager/Head teacher should have had a probing discussion with them to establish why they could not meet these requirements and whether there has been a recent or previous change of name that has **not** been declared.

For Route Three, the applicant must produce:

- Birth certificate (UK and Channel Islands) – (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable)

and

- 4 further documents from Group 2 consisting of:
  - 1 document from Group 2a; **and**
  - 3 further documents from Group 2a or 2b; one of which must verify their current address.

If the applicant fails to produce the required document set at Route Three, they will need to be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently to your recruitment processes.

List of Valid Identity Documents Group

1 – Primary Identity Documents

- Current valid Passport.
- Biometric Residence Permit (UK).
- Adoption Certificate (UK and Channel Islands).
- Current Driving Licence – photo card with counterpart where one is issued (UK, Isle of Man/Channel Islands and EU (full or provisional). (Please note some European countries do not issue counterparts).
  All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK and Channel Islands) - issued at the time of birth;
  Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

(Photocopies are not acceptable).

Group 2a – Trusted Government Documents

- Current Driving Licence – photo card (where a counterpart has been issued but no counterpart is presented, all countries (full or provisional). All licences must be valid in line with current DVLA requirements.
- Current Driving Licence – paper version (UK/Isle of Man/Channel Islands and EU) (full or provisional). All licences must be valid in line with current DVLA requirements.
- Birth Certificate (UK and Channel Islands) - (issued after the time of birth by the General Register Office/relevant authority i.e. Registrars – Photocopies are not acceptable).
- Marriage/Civil Partnership Certificate (UK and Channel Islands).
- HM Forces ID Card (UK).
- Fire Arms Licence (UK, Channel Islands and Isle of Man).

Group 2b – Financial/Social History Documents

- Mortgage Statement (UK or EEA)**
- Bank/Building Society Statement (UK and Channel Islands or EEA)*
- Bank/Building Society Account Opening Confirmation Letter (UK). *
- Credit Card Statement (UK or EEA)*
- Financial Statement ** - e.g. pension, endowment (UK).
- P45/P60 Statement ** (UK & Channel Islands).
- Council Tax Statement (UK & Channel Islands). **
- Work Permit/Visa (UK) (UK Residence Permit) (valid up to expiry date).
- A valid Letter of Sponsorship from future employment provider (Non-UK/Non-EEA only – valid only for applicants residing outside of the UK at time of application).
- Utility Bill (UK)* – Not Mobile Telephone.
- Benefit Statement (UK)* - e.g. Child Benefit, Pension.
- A document from Central/ Local Government/ Government Agency/ Local Authority giving entitlement (UK & Channel Islands)*- e.g. from the Department for Work and Pensions, the Employment Service, HMRC.
- A valid EU National ID Card.
- Valid Cards carrying the PASS accreditation logo (UK and Channel Islands).
- Letter from Head Teacher or College Principal (16/19 year olds in full time education – (only used in exceptional circumstances when all other documents have been exhausted) (UK).

Please note:
If a document in the List of Valid Identity Documents is:

- Denoted with * - it should be less than three months old.
- Denoted with ** - it should be issued within the past 12 months.
- Not denoted – it can be more than 12 months old.

External Validation Service

In the absence of Group 1 - Primary Trusted Identity Credentials an external ID validation check is an alternative way of verifying the identity of an applicant and involves the data you have already obtained from the applicant against a range of independent, external data sources. The external validation will be undertaken by Barnsley MBC Human Resources Safeguarding Team and a small charge will apply.

As indicated on both the Verification of Identity Form (DBS1 formerly CRB1) and also on the Guidance Notes for the completion of the DBS1, the written consent of the applicant is required prior to an external validation check (Route Two) and, if necessary, for Route Three.

For further information please visit the Human Resources Intranet site, Disclosure and Barring Service or contact the Human Resources Safeguarding Team on 01226 773796 / 773286 / 772298.

Appendix ii

DECLARATION OF ENTITLEMENT TO WORK IN THE UK

Name:

Address:

Post Title:

Please confirm your nationality:

All candidates invited for interview are required to provide documentation from List A or B.

If you are a national from Bulgaria or Romania you require authorisation from the Border and Immigration Agency before starting employment unless you are exempt from the requirement to do so and can demonstrate your status. You must provide evidence of this at interview.

If you are a national from outside the European Economic Area (EEA) the Council/School expect you to prove you can carry out the type of work you will be undertaking by presenting all legal documents (e.g. visa) at interview. The Council does not hold a licence from the UK Border Agency and is not therefore able to offer sponsorship for applicants wishing to obtain a visa as a skilled or temporary migrant worker.

DECLARATION

I declare that I am entitled to work in the UK and the information given on this sheet and the documentation provided is true and complete to the best of my knowledge. In the event of being offered employment, I understand that failure to disclose relevant information regarding my entitlement to work in the UK may result in dismissal.

Signed: Date:

Last Revised June 2011 © Barnsley MBC

LIST A

SUMMARY OF DOCUMENTS REQUIRED TO ESTABLISH ENTITLEMENT TO WORK IN THE UK

Applicants must provide one of the original documents alone listed in Part 1:-

Part 1

A01 A passport showing that the holder or a person named in the passport as the child of the holder, is a British citizen, or a citizen of the United Kingdom and Colonies having the right of abode in the UK.

A02 A passport or national identity card showing that the holder or a person named in the passport as the child of the holder is a national of a European Economic Area country (Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden) or Switzerland.

A03 A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to a national of a European Economic Area country or Switzerland.

A04 A permanent residence card or document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.

A06 A passport or other travel document 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.

Or two of the original documents listed in Part 2:- Last Revised November 2011

Part 2

Applicants must provide:

An official document giving your permanent National Insurance Number and name e.g. P45, P60 or National Insurance Card issued by a Government Agency or a previous employer.

AND In addition to providing a document giving your National Insurance Number, you must also provide one of the documents listed below.

A07 An Immigration Status Document issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK.

A08 A full birth certificate issued in the UK which includes the name(s) of at least one of the holder's parents.

A09 A full adoption certificate issued in the UK which includes the name(s) of at least one of the holder's adoptive parents.

A10 A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.

A11 An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.

A12 A certificate of registration or naturalisation as a British citizen.

A13 A letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the UK.

NB - If applicants have provided any of the documents listed above then please ignore List B.

If applicants cannot provide any of the documents listed above then please move to List B.

Validity of Documents

Managers must check the in-date passports/travel documents of their prospective employees. However, if the prospective employee does not have an in-date passport/travel document showing their permission to remain in the United Kingdom*, Managers can accept evidence of permission to remain in the UK – and therefore right to work - in an expired passport or travel document. It is crucial that Managers check that the stamp or endorsement in the passport/travel document continues to allow the person to work by virtue of status (i.e. the person's stay is indefinite) or date (the end of the person's permitted stay has not expired).

Managers are advised to see any prospective employee's current passport/travel document. If Managers have to rely solely on an expired passport/travel document containing evidence of the prospective employee's permission to remain in the UK, particular care must be taken when examining photographs and comparing these with the current appearance of the prospective employee. Also, Managers should have regard to the date of birth on the expired document and be satisfied that this is consistent with the current appearance of the prospective employee.

The validation of a Certificate of Entitlement to the Right of Abode must be endorsed in a valid passport.

*Policy change in relation to Indefinite Leave to Remain (ILR) effective from 4 August 2010 and in relation to Limited Leave to Remain, policy change from 1 November 2010. Last Revised November 2011

LIST B

SUMMARY OF DOCUMENTS REQUIRED TO ESTABLISH ENTITLEMENT TO WORK IN THE UK

Applicants should provide one of the original documents alone or two of the original documents as detailed below. Documentation from this list indicates that the applicant has limited leave to be in the UK and checks should be repeated on the employee at least once every 12 months (or sooner depending on the expiry date of the document) until they provide a specified document, or documents indicating that they can remain permanently in the UK from List A, or until they leave employment:-

B01 A passport or travel document endorsed to show that the holder is allowed to stay in the UK and allowed to do the type of work in question.

B02 A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the UK and is allowed to do the work in question.

B03 A work permit or other approval to take employment issued by the Home Office or the Border and Immigration Agency when produced in combination with either a passport or another travel document endorsed to show the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder or the employer or prospective employer confirming the same.

B04 A Certificate of Application which is less than six months old, issued by the Home Office, the Border and Immigration Agency or the UK order Agency to or for a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment when produced in combination with evidence that this document has been checked by the UK Border Agency Employer Checking Service.
B05 A residence card or document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.

B06 An Application Registration Card (ARC) issued by the Home Office, the Border and Immigration Agency or the UK Border Agency stating that the holder is 'ALLOWED TO WORK' or 'EMPLOYMENT PERMITTED' when produced in combination with evidence that this document has been checked by the UK Border Agency Employer Checking Service.

B07 An Immigration Status Document issued by the Home Office, the Border and Immigration Agency or the UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the UK and is allowed to do the type of work in question, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.

B08 A letter issued by the Home Office, the Border and Immigration Agency, or the UK Border Agency to the holder or the employer or prospective employer, which indicates the person named in it can stay in the UK and is allowed to do the work in question when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government Agency or a previous employer.
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Validity of Documents

Managers must check the in-date passports/travel documents of their prospective employees. However, if the prospective employee does not have an in-date passport/travel document showing their permission to remain in the United Kingdom*, Managers can accept evidence of permission to remain in the UK – and therefore right to work - in an expired passport or travel document. It is crucial that Managers check that the stamp or endorsement in the passport/travel document continues to allow the person to work by virtue of status (i.e. the person's stay is indefinite) or date (the end of the person's permitted stay has not expired).

Managers are advised to see any prospective employee's current passport/travel document. If Managers have to rely solely on an expired passport/travel document containing evidence of the prospective employee's permission to remain in the UK, particular care must be taken when examining photographs and comparing these with the current appearance of the prospective employee. Also, Managers should have regard to the date of birth on the expired document and be satisfied that this is consistent with the current appearance of the prospective employee.

The validation of a Certificate of Entitlement to the Right of Abode must be endorsed in a valid passport.

*Policy change in relation to Indefinite Leave to Remain (ILR) effective from 4 August 2010 and in relation to Limited Leave to Remain, policy change from 1 November 2010