



## Information pack for candidates





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## **HOW TO FIND MAIDSTONE GRAMMAR SCHOOL**

### **DIRECTIONS FROM THE M25/M26 AND M20**

Stay on the M20 until Junction 7. The map (below) shows you how to find us from Junction 7 of the M20, but here are some directions:-

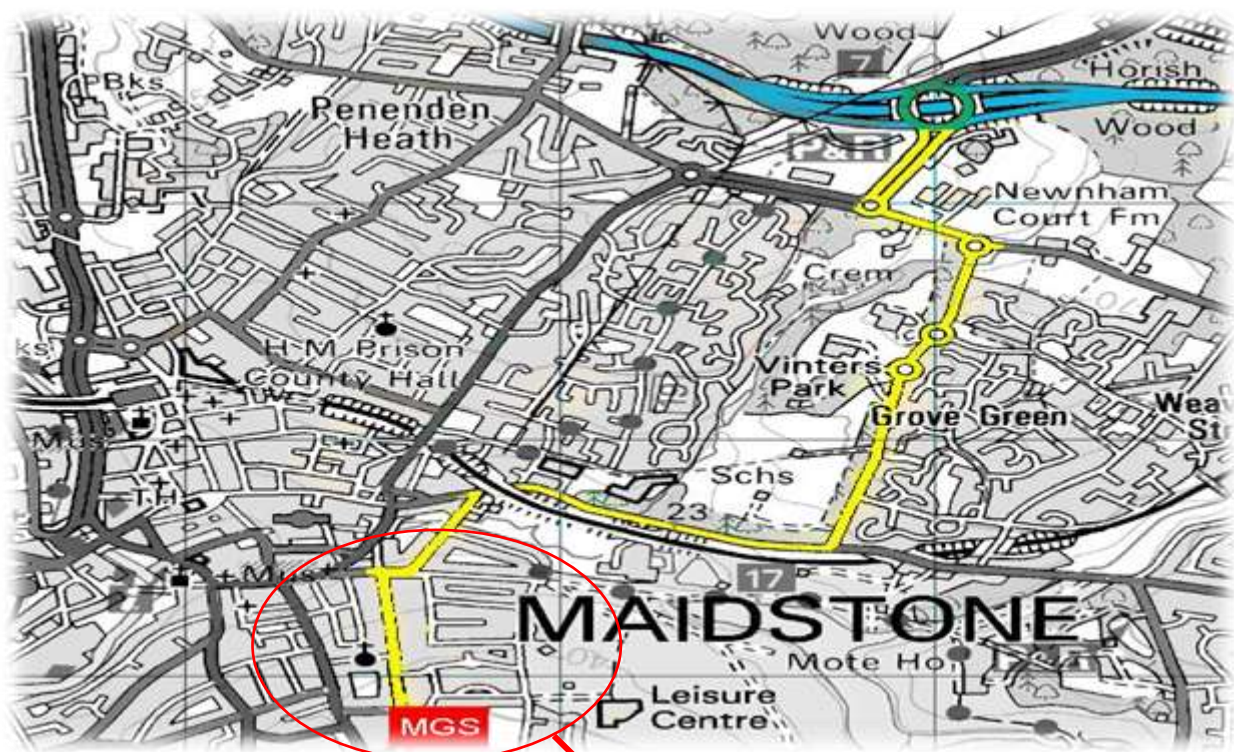
1. As you leave the M20 take the slip road to the roundabout and take the 3<sup>rd</sup> exit.
2. At the second roundabout (Notcutts Garden Centre is on your left), turn left.
3. At the next roundabout, turn right, this is New Cut Road.
4. Go straight across the 2 mini roundabouts until you come to the Ashford Road traffic lights (T junction) and as far as you can go.
5. Turn right. You will then go along the Ashford Road until you come to a railway bridge across the road.
6. Turn left at these lights down Square Hill Road and follow it to the roundabout at the end.
7. At the roundabout turn right (second exit). A short distance along is a set of pedestrian lights, go past the lights and take the next left into Hastings Road and continue up this road until you come to the sharp right hand bend at the top.
8. Maidstone Grammar School's gates are directly in front of you on the bend, drive in and turn left into the car park.

Total distance from M20 to MGS is about 10 to 15 minutes.

Directions from Google Earth can be found [HERE](#)



Map:





## **MGS Vision 2020**

### **1. MGS is a Community:**

- All members of the MGS community being proud to be Maidstonians.
- Students' aspirations are higher and know and have the skills to achieve them.
- Greater positive relationships with all community members.
- All Upper School students undertaking some form of leadership/ service within and outside the MGS Community.
- Student voice being heard and responded to.
- High professional standards amongst all staff.
- A new building housing at least two departments and redeveloped legacy space.
- A larger community.
- A new look leadership structure.

### **2. MGS is a place of learning for all:**

- The majority of students studying 4 A-levels.
- Student taking greater responsibility for their own learning.
- Student and staff devices are an integral part of how they work and learn.
- All students being able to access our sixth form.
- All students progress to their first choice destination.
- Well qualified and enthusiastic staff who take greater responsibility of their own development and have intellectual curiosity.
- Engaging and vibrant learning in and outside of the classroom.
- A relevant, demanding and varied curriculum for all.
- An extended range of extra curricular activities and qualification opportunities.
- A robust assessment framework that supports and guides learning.

### **3. MGS is a place to feel safe and supported:**

- A confident and proactive staff community.
- A better resourced pastoral structure that forges positive relationships between and across year groups.
- Students and staff seeing themselves as proud members of a House community within the MGS community.
- A House becomes a Home.

### **4. MGS is a community within a community:**

- Greater partnerships through an Outreach Programme.
- An established Development Office and a Development Fund that is beginning to make a difference.
- An OM Society and PA that are making a greater impact.
- An established virtual MGS community.
- The sharing of the history of the school with the MGS wider community.



## **LIST OF DOCUMENTS REQUIRED RELATING TO YOUR EDUCATION/TRAINING**

### **Teaching staff**

Please ensure you bring with you the following original certificates if relevant:

- Degree certificate
- PGCE certificate
- QTS certificate
- Induction certificate

### **NQT's will also need to provide:**

- Evidence that you passed the literacy test
- Evidence that you passed the numeracy test

### **Support Staff**

Please ensure you bring with you:

- Original certificates which you have stated on your application form

## DISCLOSURE AND BARRING (DBS) CHECKS – RELEVANT DOCUMENTS AND ROUTES



The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

## Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

## Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional) All driving licences must be valid.	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

## Group 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid



## LIST OF ACCEPTABLE DOCUMENTS TO PROVE ELIGIBILITY TO WORK IN THE UK



As an employer, Maidstone Grammar School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK.

### Eligibility to work in the UK

You must provide evidence of your right to work in the UK if invited for interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

#### List A – Acceptable Documents which show an ongoing right to work

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

## **List B – Documents which show a right to work for a limited period of time**

### **Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave**

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) 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.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder 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 giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

### **Group 2 – Documents where a time-limited statutory excuse lasts for 6 months**

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than 6 months** old **together with a Positive Verification Notice** from the Home office Employer Checking Service\* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.