



# General Teaching Assistant / Midday Supervisory Assistant (Nursery) Supporting Information

## Our School

Here at Western Primary School, we seek to develop in our children a love of learning that will last a lifetime.



We are committed to providing a stimulating environment, combining high standards and a broad and rich curriculum with the understanding that every child approaches learning in a unique way.

In a happy and safe atmosphere, our children have the freedom to engage and discover with a focussed and experienced team supporting every child in striving to meet and exceed

their personal goals. Educating our children with a fusion of excellence and enjoyment, Western Primary School is privileged to be part of this crucial stage of childhood, encouraging our children in 'Creating their own Success Stories'.



As a support member of staff, your work makes a real difference to the education of our children, we value the work all our school staff do in providing an outstanding learning environment.

## Our School Aims

Western Primary School aims to create SUCCESS for all members of the school community through:

- Stimulating the development of knowledge, skills and understanding
- Understanding how to be an Effective Learner Forever (ELF)
- Creating equal opportunities to be successful
- Committed to the provision of a dynamic curriculum
- Educating responsible citizens of the world
- Supporting the promotion of community cohesion
- Striving to be technologically capable



At Western, incidents of misbehaviour are rare and teachers work within a well-ordered environment where excellent relationships exist between staff and children. The school uniform is worn proudly by all children and staff are expected to match this by modelling high standards of appearance and professional behaviour.

However, working at Western brings its own challenges as we strive to be outstanding in all we do. Potential colleagues will need to be able to work as a member of a team and cope with our high expectations.

We are a member of the "Red Kite Teaching School Alliance" which includes six leading secondary schools as strategic partners as well as four universities, a special school and thirty-five primaries. As such, this gives opportunities for our staff to access outstanding professional learning.



## About the Red Kite Learning Trust

The Red Kite Learning Trust was founded to provide a supportive structure for schools working in partnership to help ensure all their young people can achieve success.



The Trust was formed in 2015 by three founding schools: Western Primary School; Oatlands Junior School; and Harrogate Grammar School; whose aim is to work together to ensure Excellence for All. Rossett Acre Primary School joined the Trust on 1st November 2016. We are delighted to subsequently welcome Crawshaw Academy and Coppice Valley Primary School who have joined the Trust during 2017.

We are seeing the benefits for young people by working more closely together and have welcomed the insight and expertise that both our primary and secondary colleagues have provided. We look forward to the Trust developing further over the years, allowing extended collaborative working across all of our schools, and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff in particular the opportunities to share the specialist skills and knowledge with colleagues across both primary and secondary phases.

The success of our school is dependent on the quality, talent and commitment of our staff, which is why we want to make sure we recruit the right people who can share our aims and vision.

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## Western Primary School – Nursery Provision



Western Primary School is a larger than average Primary School with a Nursery. We are successful and popular with enthusiastic children, talented and committed staff, dedicated governors and supportive parents.

Our main aim is to provide the highest quality learning opportunities for all of our children to enable them to achieve their full potential in a safe and stimulating environment. We are very creative and our school community is heavily involved in and very proud of our achievements.

**We are an award winner in the provision of nursery care** and due to further expansion, we are seeking staff to join our team fixed term in the first instance.

We are looking for a skilled and enthusiastic General Teaching Assistant who can work alongside our Nursery Staff in providing an exceptional nursery learning environment for all our children. Your role will also include Midday Supervisory Assistant duties to ensure a safe and caring environment is provided throughout the day. The person appointed will be fully supported by the other members of staff.

With a proven early years' mindset, you will plan and contribute to an enjoyable first experience of learning through play.

You will be level 3 or equivalent and would like to work full time term time only. You will be responsible for specific children, developing relationships with children and parents to make their first experience of Western an enjoyable one. You will be instrumental in planning for the children with the teacher providing a varied and sensory curriculum.



Our Early Years curriculum has been carefully developed to offer our youngest children a stimulating introduction to learning, in a fun and safe environment that includes plenty of indoor and outdoor play. A close interaction with the rest of the school ensures that when the Early Years children are ready to move up to Key Stage 1, they are familiar with the environment, prepared and confident.

Within Western, the members of the Early Years team plan together and each term there is a different theme. Play is an essential part of learning in the Early Years, and activities are planned to encourage the children's natural curiosity, sense of fun and educational development. The weekly topics are chosen by the children's interests and the learning is focused around that interest.

Our expectations are high because we believe that **our children deserve the very best we can offer**. In return, you will have the opportunity to work with enthusiastic and motivated children and colleagues who want to be the best they can be.

As a 'learning' school we can offer you opportunities to further develop your skills, knowledge and experience through on-going career development in its widest sense.



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The Post Specification(s) on the following pages describes the expectations for the role(s):



Western Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

**Post Title:** General Teaching Assistant (GTA) - Nursery

**Salary Grade:** Band 4, SCP9 to SCP13  
£15,375 to £16,491 FTE  
Actual Salary: £10,196 to £10,936

**Contract Type:** Fixed Term - initially to July 2019  
Term-time + Training Days (39 weeks per year)

**Working Hours:** Part-time 28.75 hrs per week  
8:30am to 11:15am (Mon-Fri)  
12:30pm to 3:30pm (Mon-Fri)

**Responsible to:** Teacher / Headteacher

**General Description:**

To contribute to a high standard of physical, emotional, social and intellectual care for all children in our nursery setting.

To support all team members within the nursery and school teams in the delivery of an environment enabling play, learning and development of all children.

**Special Conditions of Service:**

No smoking policy, including e-cigarettes.

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| <b>1</b> | <b>Duties – General Teaching Assistant (GTA)</b>   |
| 1.1      | To contribute to a programme of activities that meet the individual needs and interests of children in conjunction with other team members.  |
| 1.2      | Providing, with appropriate guidance and supervision limits, educational, emotional and physical support to pupils & children.<br><br>Participate in a 'keyworker' system and take special interest in a specified number of children.   |
| 1.3      | To make assessments and keep records of your key children's development and learning journals, and future developments of all key children, to share with parents, carers and other key adults in the child's life at regular intervals. |
| 1.4      | Complete progress checks as laid out in the Early Years Foundation Stage on your key children and share these with parents in an appropriate and timely manner.  |
| 1.5      | Assisting with the supervision of groups and individual pupils as required.  |

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|      | Engage in good team working with all nursery and school colleagues.  |
| 1.5  | To promote the inclusion and acceptance of all children within the nursery environment, assisting in the implementation of appropriate behaviour management strategies.  |
| 1.6  | To support children consistently whilst recognising and responding to their individual needs. Interact with children in a manner that supports the development of their ability to think, learn & develop.   |
| 1.7  | Share in planning for the children in your key area paying particular regard to your key children and their future development needs and interests.  |
| 1.8  | Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals - to facilitate day-to-day caring and early learning needs.<br><br>Liaise with and support parents and other family members.<br>Understand that communication is a two way process. |
| 1.9  | Ensure someone known and agreed by the nursery and parents collects each child.  |
| 1.10 | To encourage children of all ages to interact and work co-operatively with others and engage all children in activities.   |
| 1.11 | Assist in the implementation of appropriate behaviour management strategies, and adhering to all current nursery & school policies.  |
| 1.12 | To read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate. Record accidents as per the school procedures.  |
| 1.13 | Observe a child's behaviour, understand its context and notice any unexpected changes<br><br>– to ensure continued delivery of the highest quality teaching, safeguarding and welfare practices.   |
| 1.14 | Assisting with playground / play area activities and lunch time supervision.   |
| 1.15 | Preparation of materials, resources, displays including undertaking clerical duties.   |
| 1.15 | Participate in relevant training as appropriate, including attendance at staff meetings, training days and other development opportunities.<br><br>Attend out of working hours' activities, e.g. training, monthly staff meetings, parents evening, fundraising events etc.  |
| 1.16 | To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and data protection - reporting concerns to an appropriate or designated person.  |
| 1.17 | To be aware of and support differences and ensure all children have equal access to opportunities to learn and develop.  |
| 1.18 | To contribute to the overall ethos/work/aims of the school and nursery, in accordance with your role and the direction of the Headteacher.   |
| 1.19 | Participate in the schools' performance management scheme.   |

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| 1.20     | Willingness to be involved in extra-curricular activities such as making a contribution to after-school/nursery events, clubs or organised visits.                                      |
| <b>2</b> | <b>Additional Specific Duties – Childcare within the Nursery Provision</b>  |
| 2.1      | The preparation and completion of activities to suit each individual child's stage of development and interests, regardless of any disabilities, family backgrounds or medical history. |
| 2.2      | To develop your role within the team especially with regard as a key person.  |
| 2.3      | To ensure that meal times are a time of pleasant social sharing.  |
| 2.4      | To ensure good standards of safety, hygiene and cleanliness are maintained at all times.  |
| 2.5      | Ensuring that a poorly child is kept calm and warm and management are notified immediately.   |
| 2.6      | To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.  |



Western Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

**Post Title:** Midday Supervisory Assistant (MSA) - Nursery

**Salary Grade:** Band 3, SCP7 to SCP9  
£15,115 to £15,375 FTE  
Actual Salary: £1,263 to £1,285

**Contract Type:** Fixed Term - initially to July 2019  
Term-time only (38 weeks per year)

**Working Hours:** Part-time 3.75 hrs per week  
11:15am to 12:00noon (Mon-Fri)

**Responsible to:** Lunchtime Leader

**General Description:**

To work as part of a team, monitoring child behaviour during the midday nursery break period to ensure a caring and safe environment. Required to work indoors and outdoors when supervising the children to ensure their safety at all times.

**Special Conditions of Service:**

No smoking policy, including e-cigarettes.

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| <b>3</b> | <b>Duties – General Teaching Assistant (MSA)</b>  |
| 3.1      | To supervise the nursery & play area, cloakrooms and classrooms during the lunchtime break period.  |
| 3.2      | To ensure the safety of all children and the creation of a calm and orderly atmosphere, where appropriate table manners and the independence of the children are encouraged.  |
| 3.3      | To assist with the service of meals, including the distribution of food, clearing spills, supervising eating of packed lunches.<br>To assist with the removal of food and equipment once pupils have eaten their lunch.                     |
| 3.4      | Deal with minor first aid incidents; follow appropriate procedures for recording and reporting in line with school policies and procedures.   |
| 3.5      | Assisting in the implementation of appropriate behaviour management strategies.   |
| 3.6      | Observe a child's behaviour, understand its context and notice any unexpected changes<br>– to ensure continued delivery of the highest quality teaching, safeguarding and welfare practices. Report any issues to a senior member of staff. |



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| 3.7  | Monitor child behaviour and mediate at times of conflict in a calm and respectful manner.  |
| 3.8  | Assist in the supervision of other activities during the midday break, including setting out and storing equipment and supervising clubs.  |
| 3.9  | To escort the children to and from the dining area as required.  |
| 3.10 | To supervise toilet arrangements and hand washing, as required.  |
| 3.11 | Establish rapport and respectful, trusting relationships with children, young people and those caring for them.  |
| 3.12 | Report any concerns about child welfare to the appropriate member of staff in a confidential manner.   |
| 3.13 | Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals.<br>Understand that communication is a two way process. |
| 3.14 | Provide support and encouragement to children and young people.  |
| 3.15 | To contribute to the overall ethos/work/aims of the school, in accordance with your role and the direction of the Headteacher.   |
| 3.16 | Participate in the schools' performance management scheme.   |

#### Person Specification: E Essential, D Desirable

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| <b>4</b> | <b>Experience/Aptitudes</b>  |   |
| 4.1      | Working in a classroom or nursery environment.<br><br>Previous experience of caring for or working with children aged 0-5 in a voluntary or paid capacity. | E |
| 4.2      | An understanding of the Early Learning Goals.  | E |
| 4.3      | Knowledge of the National Standards for the regulation of Childcare provision.   | E |
| 4.4      | Demonstrates commitment to the provision of high quality childcare.  | E |
| 4.5      | Experience of working with children and young people with a wide range of Special Educational Needs.   | D |
| 4.6      | An understanding of the strategies that can be used to reduce the barriers to learning. Shows a positive approach to learning through teamwork.            | D |
| 4.7      | Proven track record of successfully working with children/young people in a work/voluntary setting.  | D |
| <b>5</b> | <b>Qualifications/Training</b>   |   |
| 5.1      | Childcare Qualification at Level 3 (or equivalent).  | E |
| 5.2      | Childcare Qualification at Level 4/5 (or equivalent).  | D |
| 5.2      | Appropriate first aid training.  | D |

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| 5.3      | GCSE Grade C or equivalent in English and Maths.  | E |
| <b>6</b> | <b>Knowledge/Skills</b>   |   |
| 6.1      | Excellent written and verbal communication skills.  | E |
| 6.2      | Able to communicate effectively with children, staff, families and carers.  | E |
| 6.3      | Ability to relate well to, and work positively and effectively with, children and young people.   | E |
| 6.4      | Work constructively as part of a team, understanding classroom & nursery roles, team roles and responsibilities and your own position within these. | E |
| 6.5      | Ability to manage child behaviour in a supportive and effective manner.   | E |
| 6.6      | Demonstratable IT skills and ability to use them as part of the learning process.   | D |
| 6.7      | Good understanding of child development and learning processes.   | D |
| 6.8      | Understanding of individual children and young peoples' needs.  | D |
| 6.9      | Working knowledge of relevant policies, codes of practice and legislation.  | D |
| 6.10     | Use of other equipment technology – printer, photocopier.   | D |
| 6.11     | Problem solving.  | D |
| 6.12     | Organisational/administrative/display.  | E |
| 6.13     | Forward thinking.   | E |
| 6.14     | Awareness of health and hygiene issues.   | E |
| <b>7</b> | <b>Characteristics</b>  |   |
| 7.1      | Willingness to be flexible and work to meet the best interests of the nursery & school.   | E |
| 7.2      | Committed to delivering the ethos and policies of our school and nursery.   | E |
| 7.3      | Self-motivated and hard-working.  | E |
| 7.4      | Team worker and able to create and maintain effective working relationships.  | E |
| 7.5      | Willingness to undertake training.  | E |
| 7.6      | Sense of humour and optimism.   | E |
| <b>8</b> | <b>Safeguarding and Promoting the Welfare of Children</b>   |   |
| 8.1      | Has appropriate motivation to work with children.   | E |
| 8.2      | Ability to maintain appropriate relationships and personal boundaries with children.  | E |
| 8.3      | Has emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline.       | E |

Western Primary School and The Red Kite Learning Trust is about more than just academic success, it is about giving children and young people opportunities to develop as well-rounded citizens able to contribute fully to our modern world. We hope that new colleagues will be able to help achieve this for all our children and young people. In return we can offer a vast range of opportunities to extend your experience and expertise.

This really is a great place to work and learn and the post would be ideal for you if you are forward looking, energetic and looking to develop your teaching experience.

Western Primary School is within the beautiful spa town of Harrogate, North Yorkshire, regularly voted one of the happiest places to live and work in Britain!

We absolutely understand the importance of securing the right role and we truly believe that our school will not disappoint you.

To find out more about our school and the Red Kite Learning Trust, please visit our websites: <http://www.western.n-yorks.sch.uk/> and <http://www.rklt.co.uk/>

## **Staff Benefits: Pay & Reward**

### **Reward Package & Additional Benefits**

We offer a comprehensive package of reward including our 'Employee Benefits Programme' which provides a range of options including Salary Sacrifice for Childcare Vouchers and our Cycle to Work scheme, allowing staff to:

- Benefit from huge savings on the cost of a new bike and/or safety equipment
- Spread the cost over a year and save on Income Tax and National Insurance contributions
- Choose from over 500 brands from over 2000 partner stores across the UK



Many more benefits are available, from an online rewards portal, in areas such as:

- Shopping
- Family
- Automotive
- Financial & Professional
- Gifts
- Home & Garden
- Sport, Health & Beauty
- Travel



**Pensions** – you will be eligible to join the Local Government Pension Scheme (LGPS), offering CARE (Career Average Revalued Earnings) defined benefit provisions and life cover. To be able to join the LGPS you need to be under age 75. For further information about the scheme and its key benefits visit: [www.lgpsmember.org/thinking-joining.php](http://www.lgpsmember.org/thinking-joining.php)

The Trust is focussed on further enhancing the Reward offer for all our staff and we hope to deliver additional benefits during 2018 aligned to the suggestions from our whole staff team.

## How to Apply

We hope that after considering all the information provided you will decide to make an application to our school.

**School & Nursery visits are actively encouraged**, to book a visit please telephone our school directly and ask to speak with Ali Knott, School Business Manager, **Tel: 01423 502737**

Candidates are encouraged to complete our online electronic application process. To access our on-line application form via the Red Kite Learning Trust, please visit:

[www.rklt.co.uk/vacancies](http://www.rklt.co.uk/vacancies)

If you would prefer to receive an application pack via email or post, please email:

[recruitment@harrogategrammar.co.uk](mailto:recruitment@harrogategrammar.co.uk)

If you would like further information about our school, or the role, please email Ali Knott

[knotta@western.n-yorks.sch.uk](mailto:knotta@western.n-yorks.sch.uk) or telephone: 01423 502737

A reminder the **closing date is 9am Monday 26<sup>th</sup> February 2018**. Shortlisted candidates will be contacted shortly after the closing date.

Interviews are expected to be held towards the end of the same week, for your advance planning.

Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.

For further supporting information please see the following documents below;

- Red Kite Recruitment Process Guidelines
- Red Kite Ex-offenders Policy



# Recruitment Process Guidelines



**Western Primary School, as part of the Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **APPLICATION FORM (On-Line process)**

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Please read the instructions on the online application form carefully before completing it. You must complete all parts of the form.

Candidates are encouraged to complete the On-Line form.

## **Application Form (Word Document)**

If you would prefer to complete a paper application form, this can be provided by the Red Kite Learning Trust HR team upon request, please email: [recruitment@harrogategrammar.co.uk](mailto:recruitment@harrogategrammar.co.uk)

For all formats of application: Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Please check the closing date and allow time to submit your application through the school website. If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete

## **DISABLED APPLICANTS**

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be short-listed and we will discuss with you if there are ways in which the post can be modified to meet your needs.

## **EQUAL OPPORTUNITY EMPLOYER**

Red Kite Learning Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

## **REHABILITATION OF OFFENDERS**

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

### **CANVASSING**

You must not try to influence any current employee or member of the school governing body or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, Governor or Trust member, you must indicate this in the relevant section of the application form.

### **REQUIREMENTS FOR REFERENCES**

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

### **SHORT-LISTING & INTERVIEWS**

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

### **SALARY SCALES & INCREMENTS**

**Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff** – Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

**Teachers** – The terms of the relevant year's Pay and Conditions Document will apply.

### **PRE-APPOINTMENT CHECKS**

#### **Permission to Work in the UK**

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

**At Interview** - Under the Asylum and Immigration Act 1996 the school must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. You will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below:

#### **List 1**

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.

- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

#### List 2

- First Combination of two documents
  - o A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
 Plus one of the following documents
  - o A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
  - o A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
  - o A certificate of registration or naturalisation stating that the holder is a British citizen; OR
  - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
  - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work that you are offering.
- Second Combination of two documents
  - o A work permit or other approval to take employment that has been issued by Work Permits UK
 Plus one of the following documents
  - o A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
  - o A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

#### Qualifications

**At Interview** - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

#### Proof of Identity

**At Interview** - In accordance with *Keeping Children Safe in Education*, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

**At Appointment** - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

#### Medical Clearance

**At Appointment** - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

## Policy Statement on the Recruitment of Ex-Offenders



**Western Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Red Kite Learning Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Red Kite Learning Trust is committed to the fair treatment of their staff, potential staff or users of their services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided through our E-Application Form, which is viewed by a designated person within the Red Kite Learning Trust; we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Red Kite Learning Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Red Kite Learning Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal of an offer of employment.
- We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us; this will depend on the nature of the position, the circumstances and background of your offence/s.

(Source [www.disclosures.gov.uk](http://www.disclosures.gov.uk))



**WESTERN PRIMARY SCHOOL  
CHILD PROTECTION  
INFORMATION / INSTRUCTIONS FOR JOB APPLICANTS**

*Western Primary School is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:*

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, **references will be taken up prior to interview.**
3. All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.
4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. **This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974** therefore all convictions, cautions and bindovers, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to the Red Kite Learning Trust, the appointment will be subject to satisfactory completion of a six month probationary period (Applies to school support staff posts).
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board’s, Local Authority’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. If you would like to discuss any of the above before making an application please contact the Headteacher or Chair of Governors.