

**APPOINTMENT OF DIRECTOR OF MUSIC**

**for 1st September 2018**

**APPLICATION PROCESS - EXPLANATORY NOTES**

1. **Application Procedure**

*All candidates are requested to submit their entire application electronically.*

Please complete the Application Form (available on the school website) and submit it with:

* a letter of application addressed to the Headmaster
* a Curriculum Vitae
* a recent photograph of yourself, which should be inserted into the application form

Please address the letter of application to: Mr Will Lockett, Headmaster and send it electronically with the application form and a CV to [rex.sartain@abberleyhall.co.uk](mailto:rex.sartain@abberleyhall.co.uk) Please note that a CV is not acceptable as an alternative to the Application Form.

The closing date for applications is Monday 16th April 2018 at 0900 hours although interviews may take place earlier.

Prospective applicants wishing to speak with the Headmaster or current holder about the post or the application process should, in the first instance, email [rex.sartain@abberleyhall.co.uk](mailto:rex.sartain@abberleyhall.co.uk)

1. **References**

If you are selected for interview the School will correspond with your referees unless there is good reason.

**3. Interview Arrangements**

Initial interviews may take place on receipt of an application depending on candidate availability. As well as attending interviews, candidates will have the opportunity of touring the School.

**4. Safeguarding**

* Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared. Please refer to the Application Form which advises on the notification of any convictions.
* The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service (formerly CRB) at the enhanced level. Foreign nationals who have lived in the UK for less than one year will be required to produce a similar document from their country of origin or the country in which they most recently resided before moving to the UK. An independent check against the Barred List may be made in certain circumstances such as when a portable certificate is used or if the DBS Certificate is likely to be delayed.
* If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may, where appropriate, answer ‘not applicable’ if your duties have not brought you into contact with children or young persons.
* You should be aware that provision of false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police, the DBS and/or NCTL.
* If you are invited to interview, the areas which it will explore will include suitability to work with children.
* All candidates invited to interview must bring original documents confirming identity and any educational and professional qualifications that are necessary or relevant for the post. Where originals are not provided then written confirmation of the relevant qualifications must be obtained from the awarding body.

1. **Conditional Offer of Appointment**

* Any offer to a successful candidate will be conditional upon:
* Receipt of at least two satisfactory references
* Verification of identity and qualifications, to include evidence from foreign nationals of their right to work in the UK. Such evidence must be provided prior to appointment and this may be in the form of an official work permit or a passport visa stamp.
* Verification of professional status.
* Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance.
* Verification of medical fitness.
* Where a candidate is:
* found to be on the Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or
* found to have provided false information in, or in support of, his/her application; or
* the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police, DBS and/or NCTL.

**6. Terms and Conditions**

The salary on appointment will be dependent on the successful candidate’s experience. This will be subject to regular review by the governing body.