



Scarborough College

APPLICATION AND RECRUITMENT PROCESS

Application Form

- Applications will only be accepted from candidates completing the TES online Application Form in full. It may be accompanied by a CV but the application form must be completed in full. It is not acceptable to write a response of 'See CV'. CV's by themselves will not be accepted in substitution for completed Application Forms.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 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.
- Where appropriate, the successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service at the appropriate level for the post.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- 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 he/she 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 and/or Disclosure and Barring Service.

Invitation to Interview

- If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of Certificates, Diplomas, etc.). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates invited to interview must also bring with them:
 - ◆ their current driving licence (both parts)
 - ◆ their birth certificate
 - ◆ their passport
 - ◆ proof of eligibility to work in the UK, if applicable
 - ◆ proof of National Insurance number
 - ◆ a utility bill or financial statement no older than three months, showing the candidate's current name and address (please note TV licence and mobile telephone bills are no longer accepted)
 - ◆ where appropriate, any documentation evidencing a change of name

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references (if these have not already been received) satisfactory to the school.
- Verification of identity, right to work in the UK and qualifications.
- A check on the Barred List and Disclosure and Barring Service.
- Passing an Enhanced DBS Disclosure (formerly CRB) to our satisfaction.
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH.
- For teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- 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 in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- Satisfactory completion of the probationary period.

WARNING

Where a candidate is:

- found to be on Barred List or barred from registration with the Disclosure and Barring Service, 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 and/or the Disclosure and Barring Service.



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CHILD PROTECTION

Scarborough College is committed to ensuring the welfare and safety of all children in school. All North Yorkshire schools, including Scarborough College, follow the North Yorkshire Safeguarding Children Board procedures.

The College will, in most circumstances, endeavour to discuss all concerns with parents about their child/children. However, there may be exceptional circumstances when the College will discuss concerns with Social Care and/or the Police without parental knowledge (in accordance with Child Protection procedures). The College will, of course, always aim to maintain a positive and supportive relationship with all parents.

The College's Child Protection Policy is available via the College website www.scarboroughcollege.co.uk or a paper copy may be requested from the Headmaster's PA.