



Applying for a Position at Tower House School

HOW TO APPLY

If you would like to apply a position at Tower House School, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: Please do not submit a CV;
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). Neither referee should be a relative or someone known to you solely as a friend.

- Shortlisted applicants for teaching posts are advised that references will be taken up prior to interview.
- Shortlisted applicants for support posts are advised that references may be taken up prior to interview.

Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Please submit your application by the closing date listed on the application form. If your application is submitted after this time, we will not be able to accept it.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills and will be used in the shortlisting process and to form the basis for questions asked at interview.

Personal Details

Eligibility to work: For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working for us. When you apply for positions it is important that you are aware of your eligibility status as government restrictions apply to the employment of migrant workers.

For more information, visit the Home Office website at

<http://www.bia.homeoffice.gov.uk/workingintheuk/>

Disclosure and Barring Service: Tower House School aims to promote equality of opportunity for all and therefore welcomes applications from a diversity of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months.

INTERVIEW PROCESS

If you are invited to attend an interview you will be required to provide the following documents:

Two of

- Passport
- UK driving licence (photo-card);
- A UK birth certificate
- UK firearms licence
- EU photo identity card

Plus, one of

- A utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);

Also,

- Original documents confirming any educational and professional qualifications referred to in your application form.
- If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

These documents are needed for us to complete a DBS application form. In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed immediately.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve an interview with senior members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

CONDITIONAL OFFER OF APPOINTMENT

Any offer to a successful candidate will be conditional upon the following:

- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory Enhanced DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, 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. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- verification that the successful candidate is not on the Prohibited from Teaching, Prohibited from Managing in Independent Schools, GTCE or EEA Sanctions registers held by the NCTL;

- receipt of self-declaration from the successful candidate that they are not 'Disqualified by Association';

Safeguarding

All adults working at Tower House School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the School should be aware of, and when necessary, to follow the School's Safeguarding Policy, which is in line with the Local Safeguarding Children's Board (LSCB's) practice and procedures.

Tower House School has a Safeguarding Policy, which includes guidelines to follow in the event of being told of, or becoming aware of, child abuse. It is a mandatory requirement that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

Level 1 training must be taken as a minimum before employment commences.

Further Child Protection induction will be given by the school's Designated Safeguarding Lead on the first day of employment.

Please note: Where a candidate is found to be on the DBS Children's Barred List or the Protection of Children Act List, or the DBS disclosure shows he/she 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 concerns as to his/her suitability to work with children the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Tower House School is committed to promoting and safeguarding the welfare of children. Applicants will undergo child protection screening, including checks with past employers and with the Disclosure and Barring Service.

Tower House School is an equal opportunities employer.

January 2018