



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL



Science Technician - Chemistry Supporting Information

Our School

Harrogate Grammar School is a very large, high performing and happy school where young people can enjoy their learning and time spent within the school community. Incidents of serious misbehaviour are rare and teachers can get on and teach within a well ordered environment where excellent relationships between staff and students are the norm.

The school uniform is worn proudly by all students and staff are expected to match this by modelling high standards of appearance and professional behaviour.

This does not mean that working at HGS is not challenging. We strive as a school to be the very best at what we do, and to ensure our students are ambitious for success. Potential colleagues will need to be able to cope in a high performing environment where expectations are always high.



High performing does not mean exclusive however and we are very proud of the achievements of all our students, from those with complex needs on the SEN/D register to those that will be leaving us for top universities. One of the key challenges for us is being a high performing inclusive school in which all our learners feel valued and are able to achieve. We expect all staff to be committed to equality of opportunity and to be passionate about ensuring that at our school every child does matter.

The students continue to obtain excellent results and are a reflection of the hard work and resilience of our students and our dedicated team of teachers and support staff who together really do strive to achieve the school's ambition of excellence for all. We also fully appreciate and recognise the support that parents have provided during their children's time with us; it is this partnership between home and school that is the foundation for our success.

Harrogate Grammar School has a large Sixth Form with 580 students. We have an impressive track record in providing all students with the highest quality of experience and in teaching for success in numerous Advanced Level subjects. The Sixth Form has achieved consistently excellent results with 61% of grades at A*-B in 2017, making Harrogate Grammar School one of the highest achieving comprehensive schools in the country and top performing comprehensive Sixth Forms in North Yorkshire.

Continued investment in the school site over recent years has provided us with some superb facilities whilst retaining the distinctive character and charm of our original buildings. For example, we have a superb Sixth Form building with "The Forum". This, state of the art multi-use lecture theatre/performance space, provides a venue for many activities. Externally the school has extensive playing fields including a £500K Astro-turf pitch which complements our excellent sports facilities. We are also very proud of our newly refurbished block of 4 science laboratories and prep room which opened in Autumn 2016 and a further two laboratories in September 2017, providing outstanding facilities for our students.

With our impressive facilities, outstanding teaching and excellent results, we are confident that we offer a successful route to university or employment. We are not complacent however and we always strive to improve our progress measures!

The Science Faculty

Overview

This is an exciting opportunity to join the Science Faculty. The Faculty is well organised and hard-working, it is quick to embrace new practices and there are great opportunities for CPD.

The importance that students place on Science education is reflected in the impressive numbers of students choosing to study Science post 16. Chemistry, Physics and Biology all have extremely healthy class sizes and are taught by dedicated specialists.



Courses Provided

In KS3 pupils are taught Science based on a comprehensive scheme developed within the Science Faculty. These schemes were written to develop the students How Science Works skills and raise their enthusiasm and interest in Science.

The students at KS4 study either three separate Sciences or Combined Science, both of which are delivered by subject specialists. The current exam board for these courses is AQA.

At KS5 courses A-levels in Chemistry, Physics and Biology (all AQA) are very popular with at least three groups per subject per year group at the moment.

Staffing Structure

There are currently 17 Science teachers, of which 5 are part time. This team comprises 6 Physicists, 6 Biologists, and 5 Chemists. In addition, the Faculty includes a full time Learning Manager and a superb team of 5 technicians, two of whom are part time. The leadership of the Faculty comprises of a Faculty Leader supported by three Programme Leaders and one Assistant Programme Leader.

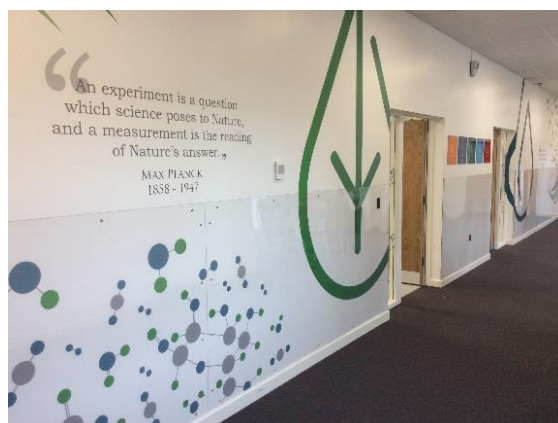
All staff are expected to play a full and active role in moving the Faculty forward in line with the development plan.

Resources and Accommodation

All the labs are fitted with a digital projector or flat screen TV and include a networked PC. All staff, and students have a personal iPad to use for learning during this academic year.

Science is delivered from 10 dedicated KS3/4 laboratories in the main school and 3 dedicated KS5 laboratories in the sixth form centre.

Timetabling is done to ensure staff spend as much time as possible teaching in one lab. The Faculty is well equipped to teach a modern science curriculum and there is an especially large collection of excellent shared resources.





The Faculty has a well-equipped staff workroom that is the hub of our activities. Staff work well together and the atmosphere is friendly and creative. There is a strong culture of teamwork and mutual support within the Faculty.

The Faculty is well resourced and a healthy budget allows necessary new resources to be purchased when required. We have recently updated our data logging equipment so that we can use data loggers with the iPads and these are becoming an integral part of teaching and learning in Science.

Results

96.4% of students achieved a level 5 at KS3 in 2017 and 81.3% achieved a level 6. In GCSE, Physics A*-C was 97.2%, Biology% was 97.2%, Chemistry 92.6%, with 50.9% of Physics grades being awarded A* or A. At A-level %A*-B was 78.6% in Chemistry, 64.6% in Biology and 48.4% in Physics, including 3 A* grades.



Extra -Curricular

These include:

- Our annual STEM week with a wide range of activities including outside speakers, competitions and projects.
- A medical package to support those looking for a career in any aspect of healthcare.
- Year 7 Science Club.

Future Strategy

The Science Faculty are incredibly proud of the results we have achieved this year and the large numbers of students who study Science at A-level and beyond. The Faculty is a long way from becoming complacent and is aware that there is still more that can be done. At all levels a strong emphasis is placed on high quality teaching and learning with strategies in place to support the sharing of good practice across the Faculty.

Further information:

For further information about our Science Faculty, please visit:

www.harrogategrammar.co.uk/school/faculties/science/



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: Harrogate Grammar School; Oatlands Junior School and Western Primary School; whose aim is to work together to ensure Excellence for All.

We are delighted to subsequently welcome Rossett Acre Primary School who joined the Trust on 1st November 2016, Crawshaw Academy who joined on 1st March 2017 and more recently, Coppice Valley Primary School joined us on 1st August 2017.



We are seeing the benefits for young people by working more closely together and as a secondary school, we have welcomed the insight and expertise that our primary colleagues have provided. We also relish the opportunities to share the specialist skills and knowledge of our own staff with colleagues in Key Stages 1 and 2 to add an extra dimension to primary provision in our Trust. We look forward to the Trust developing further over the years and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff and was a natural step for us as an existing 'Independent Academy Trust'.

The success of our schools 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 values and vision.

Red Kite Alliance

As a Teaching school we work to provide outstanding professional learning for all our staff and partner institutions. We are the lead school in the Red Kite Teaching School Alliance which includes sixteen secondary schools, three all-through schools, a special school and twenty-eight primaries. The University of Leeds is also a strategic partner, supporting our initial teacher training provision.



Developing the work of the Red Kite Alliance (RKA) and its role in delivering on the Teaching School targets is a significant and exciting challenge. As one of the first one hundred Teaching Schools in the country, the school is at the heart of system-wide change working with the National College for Teaching and Learning (NCTL) and the DfE. Our partnership provides a high quality education for over 28,000 students, with circa 1750 teachers employed in our schools. Our partner schools range from high achieving suburban academies through to inner city LA schools in more challenging circumstances. The Red Kite Alliance (RKA) has a very high profile in regional school improvement, CPL and Leadership provision, in addition to its long established involvement in Initial Teacher Training.

Working in partnership with the Yorkshire Leadership Community, RKA provides a full suite of leadership courses from Aspiring Leaders through to Headship and beyond. We are accredited providers of the newly reformed National Professional Qualifications enabling us to offer the NPQML (Middle Leaders), NPQSL (Senior Leaders), NPQH (Headship) and NPQEL (Executive Leaders) courses as part of our provision. The work of the Teaching School has been further enhanced and extended with the addition of our Maths Hub status, one of only 35 designated nationally.

The Red Kite Alliance ran the Red Kite School Direct Programme from 2013 in partnership with 3 local universities. The success of our Primary and Secondary Programmes led to the decision to apply to be a SCITT (School Centred provider of Initial Teacher Training). Known as Red Kite Teacher Training, we were formally accredited in October 2015 and successfully trained our first cohorts of primary and secondary trainees last year.

Academic Year	Total Trainees	Primary Trainees	Secondary Trainees
2013-14	27	12	15
2014-15	44	14	30
2015-16	69	19	50
2016-17	77	28	49
2017-18	96	49	47

A very high proportion of trainees have completed the course each year. We are also proud of our excellent attainment and employments rates. Year on year, the number of trainees on our programmes have increased significantly and we will also be engaging more schools from the region within our partnership as a result.

Further information

For further information about Harrogate Grammar School, the Red Kite Learning Trust, Teacher Training, or the wider Red Kite Alliance, please visit the following websites:

<http://www.harrogategrammar.co.uk/>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk/>

http://www.redkitealliance.co.uk/teacher_training/

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



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

Post Title: Science Technician
(Chemistry)

Salary Grade: £16,123 to £17,419 p.a. FTE
£13,761 to £14,867 p.a. (Actual based on 37 hours pw)

Contract Type: Permanent, Term-Time only + Training Days

Working Hours: 30 – 37 hours pw

Responsible to: Team Leader Technician - Science

General Description:

To work under the guidance of the Team Leader Technician or the Science Faculty Leadership team to coordinate the use and maintenance of practical resources and facilities. To provide general assistance and advice in meeting the practical needs of the science curriculum. To assist in carrying out the stock control, the preparation of resources, constructing and modifying apparatus, together with assisting with basic demonstrations.

Special Conditions of Service:

No smoking policy, including e-cigarettes and vapour

1	Main Tasks/Responsibilities:
1.1	To support students' learning.
1.2	Assist in routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard
1.3	Assist in carrying out a stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records.
1.4	Assist in the preparation of resources, designing, constructing and modifying apparatus/equipment
1.5	Ensure the availability of suitable materials and equipment and suggesting alternatives for suitability and economy
1.6	To provide assistance and advice in meeting the practical needs of the curriculum
1.7	Assist with basic demonstrations.
1.8	To follow the school's policy in relation to working with young people

1.9	To be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
1.10	To contribute to the overall ethos/work/aims of the school.
1.11	To recognise own strengths and areas of expertise and use these to advise and support others.
1.12	To attend and participate in regular meetings, training and other learning activities as required.
1.13	To take part in the Appraisal process employed at the school.
1.14	Willingness to be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.

Person Specification : E Essential, D Desirable

2	Experience/Aptitudes:	
2.1	Communicate effectively with staff at all levels within the school.	E
2.2	Relate well to young people.	E
2.3	Take initiative and work independently.	E
2.4	Work to high levels of accuracy.	E
2.5	Practice and plan to ensure completion of tasks.	E
2.6	Experience of working within a laboratory setting.	D
2.7	Application of science in a work setting (Chemistry)	D
2.8	Experience working with children of relevant age.	D
2.9	Experience within educational setting.	D
2.10	Contribute to extra-curricular activities.	D
3	Qualifications/Training	
3.1	Very good Numeracy/literacy skills.	E
3.2	Qualified to A Level standard or higher including a Science	D
3.3	Appropriate first aid training.	D
4	Knowledge/Skills:	
4.1	Can use ICT effectively in support of work duties.	E
4.2	Use of other equipment technology – video, photocopier.	E
4.3	Ability to self-evaluate learning needs and actively seek learning opportunities.	E
4.4	Ability to relate well to children and adults.	E
4.5	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E
4.6	Problem solving.	E

4.7	Negotiation.	E
4.8	Organisational/administrative.	E
4.9	Communication.	E
4.10	Forward thinking.	E
4.11	Ability to work positively and effectively with young people.	E
4.12	Ability to manage the physical demands of the work required	E
5	Characteristics:	
5.1	Excellent attendance record.	E
5.2	Sense of humour.	E
5.3	Hard working.	E
5.4	Willingness to be flexible and work to meet the best interests of the school.	E
5.5	Self-motivated.	E
5.6	Team worker.	E
5.7	Willingness to undertake training.	E
5.8	Willingness to undertake further qualifications.	D
5.9	Presence.	E
6	Safeguarding and Promoting the Welfare of Students	
6.1	Has appropriate motivation to work with Students	E
6.2	Ability to maintain appropriate relationships and personal boundaries with Students	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

Our School Values

Harrogate Grammar School is about more than just academic success, it is about giving young people opportunities to develop as well rounded citizens able to take on and contribute to the world. We hope that new colleagues will be able to help achieve this for all our young people.

Respect

For ourselves, our community and our environment, demonstrating kindness and promoting equality.

Excellence

Aiming high, being ambitious and striving for excellence for all.

Adventure

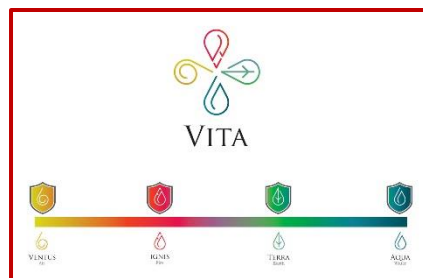
Being enterprising, creative and thinking independently.

Commitment

Demonstrating resilience and not giving up however challenging the endeavour.

Honesty

Having the courage and integrity to be honest both with others and ourselves.



In return we can truly offer a range of opportunities to extend your Professional Learning and Development. We understand the importance of securing the right role and we truly believe that our school will not disappoint you!

Harrogate Grammar is within a beautiful spa town, regularly voted one of the happiest places to live and work in Britain! To find out more about our school and the Red Kite Learning Trust, please visit our websites at: www.harrogategrammar.co.uk and www.rklt.co.uk

Staff Benefits: Pay & Reward

Teachers Pay Scales & Portability of Pay

The Trust, at September 2017, applied the highest level of increase available to our Teaching Staff under the national pay recommendation.

One of the flexibilities of being a Multi Academy Trust, means that we have been able to consider and adopt these preferential terms for our staff, but still working within the framework of the School Teachers' Pay & Conditions Document. The Trust applied: to Main Scale Pay Points (M1 through to M6) a **2% increase**; and to the Upper Pay Scale, TLRs, and Leadership points a **1% increase**.

We offer a comprehensive range of reward package options to our new staff to facilitate your transfer to our school. Whether you are an NQT just starting your teaching career, or an experienced teacher seeking to further develop within a highly skilled team offering leadership potential, our school as part of the Trust can offer you a range of superb opportunities.

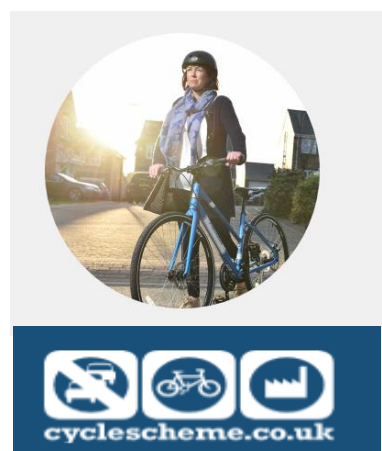
Please discuss with us the options available, including provision for relocation support via up front salary payment, and consideration for portability of pay with our HR Team.

In accordance with the national terms, it is not possible to guarantee portability of pay level or post threshold status on appointment. However, salary levels may still be matched if the Headteacher believes it is appropriate. Although there will be greater freedom to determine starting salaries, all decisions will be fair to existing and new staff and are likely to be modelled on progression as if worked at a Trust School and against the Trust's current salary scales.

Reward Package & Additional Benefits

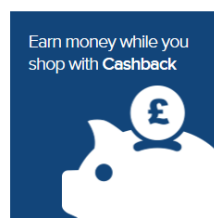
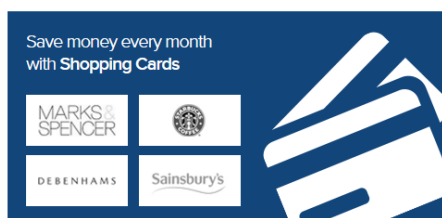
We offer a comprehensive package of reward including our 'Employee Benefits Programme' which provides a range of options including Salary Sacrifice for Childcare Vouchers and our Cycle to Work scheme, allowing staff to:

- 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



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.

Teachers' student loan reimbursement programme

We are delighted as both a School and Trust to be part of the initial pilot programme for schools residing within the North Yorkshire area.

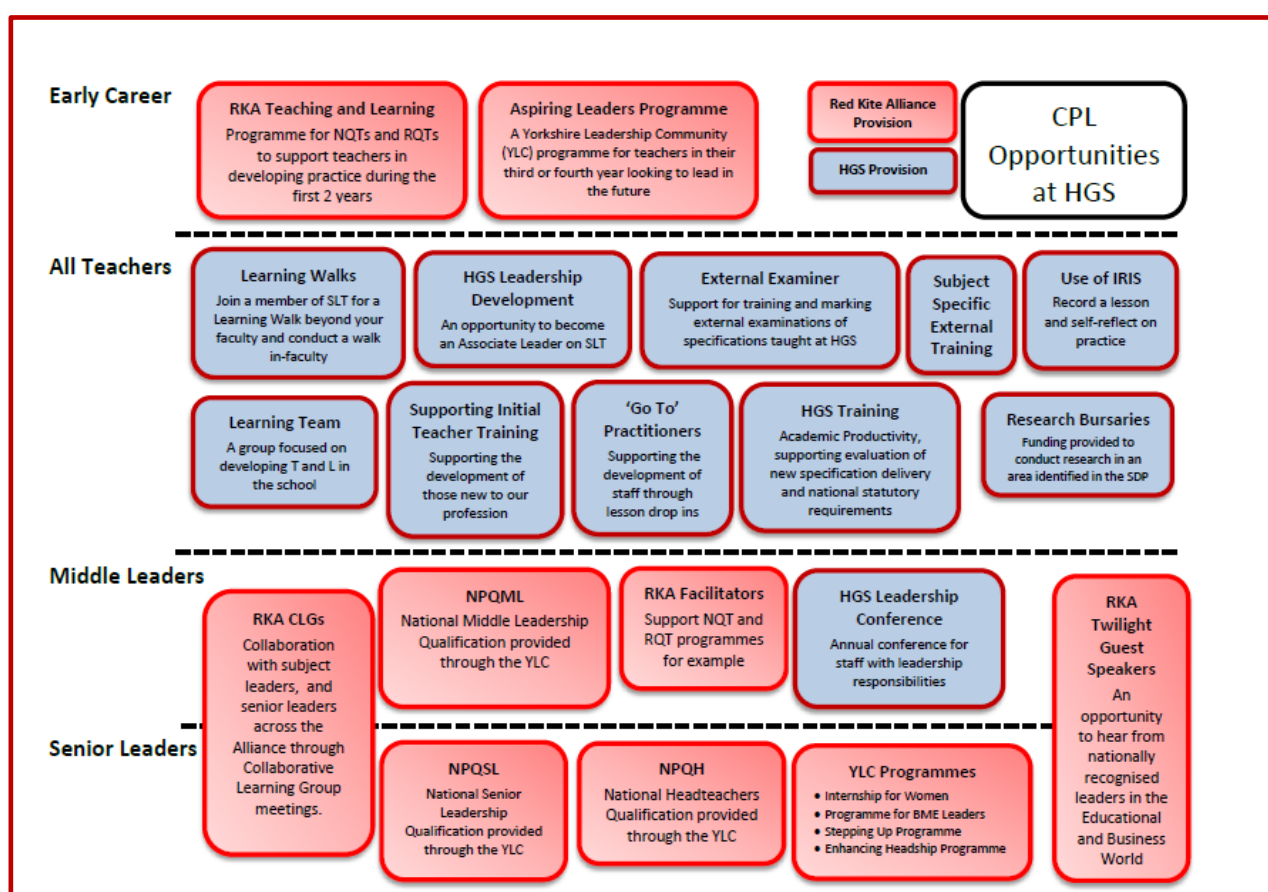
The Teachers' student loan reimbursement scheme is a pilot programme aimed at increasing recruitment and retention in areas of greatest need. If you are eligible, you will be able to apply for a reimbursement on your student loan payments made in the first 10 years of your career, where QTS was awarded from the academic year 2013/2014 onwards.

Applications will open from September 2019 for the eligible subjects of: languages, **physics**, chemistry, biology, computer science.

Full details of the scheme and additional information can be found at the following [weblink](#).

CPL: Continued Professional Learning at Harrogate Grammar School

If you relish being at the cutting edge of Teaching & Learning, we offer unique opportunities across the School. We are an outstanding Teaching School with an extensive variety of opportunities for staff development through the Red Kite Learning Trust, detailed within the following diagram:



How to Apply

This is a superb opportunity to join our Faculty, where you will teach and inspire high achieving fantastic young people at KS3, 4 and 5 who are committed to their learning and proud to be part of Harrogate Grammar School.

We are confident that our Trust, and Harrogate Grammar School, offers **an outstanding environment** to both work and learn.

We understand the importance of securing the right role and believe our School and Faculty will not disappoint you!

To access our online application, and be considered for this role, please visit the Red Kite Learning Trust website: <http://www.rklt.co.uk/vacancies/> select the role and press the 'apply now' link within the advert on our website to launch the online form.

If you would like to informally visit the school, speak with our Science Faculty Leadership Team, or if we can help in providing any other information you might need, please contact us by email: recruitment@harrogategrammar.co.uk or telephone: 01423 535641.

A reminder the closing date is **09:00am Monday 25th June 2018.**

We anticipate conducting interviews for this post WC 25th June 2018.

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;

- HGS Recruitment Process Guidelines
- HGS Ex-Offenders Policy
- For our [Aims & Expectations please follow this link](#)



Recruitment Process Guidelines



Harrogate Grammar 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.

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

- 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
- 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
- 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
- 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
 - A work permit or other approval to take employment that has been issued by Work Permits UK Plus one of the following documents
 - 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
 - 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.

Harrogate Grammar 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)