

**SWANBOURNE HOUSE SCHOOL**

**APPOINTMENT OF HEAD**

**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 signed, scanned hand-written letter of application addressed to the Chairman, John Willmott, at the School address
* a recent photograph of yourself, which should be inserted into the application form. This is an option and not a requirement.

to Peter Dix at **peterdix@me.com**

The closing date for applications is **Fri 6 October** at noon**.**

Prospective applicants wishing to speak with the Headmaster about the post, or arrange a visit to the school in advance of interviews, should contact the Clerk to the Governors, Paul Jochimsen, on 01296 722810 or at pjochimsen@swanbourne.org

Those who have any queries about the application process should contact Peter Dix of James Barnes Consultancy, who is assisting the Governors in the process, by email at [peterdix@me.com](mailto:peterdix@me.com). James Barnes himself will be attending this year’s IAPS Conference and he would be very pleased to discuss the post with anyone also in attendance.

1. **References**

If you are selected for interview as a short-listed candidate, the Chairman of Governors will correspond with your referees on, or soon after, **Thurs 9 November.** Please note that referees may be approached informally at any stage before that. If you have any concerns about this, please contact James Barnes on 07725 860129.

**3. Interview Arrangements**

* Preliminary interviews of **long-listed candidates** will take place, probably at the school, on **Mon 6 and Weds 8** **November** with members of the Governing Board. Long-list applicants who wish to visit the School should contact the Clerk to the Governors, Paul Jochimsen 01296 722810 or at pjochimsen@swanbourne.org to arrange the visit. Spouses are welcome to attend the tours.
* The Chairman of Governors or a consultant assisting in the process may wish to visit **short-listed** candidates in their current schools prior to their final interviews.
* Final interviews of **short-listed candidates** will take place on **Weds 22 November**. Short-listed candidates and spouses will be invited to meet staff and tour the school on the afternoon of **the previous day, Tues 21 November** and to attend an evening social event. Candidates will meet with the Chairman of Governors, either on this day or beforehand, to discuss terms and conditions.
* All reasonable UK travel expenses with supporting receipts will be reimbursed.

**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 DBS disclosure at the enhanced level and a Barred List (formerly List 99) check. 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.
* 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 they 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 DfE Children’s Safeguarding Operation Unit.
* 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 documents confirming any educational and professional qualifications that are necessary or relevant for the post. Where originals are not provided by the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

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

* Any offer to a successful candidate will be conditional upon:
* Receipt of at least three 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
* A satisfactory DBS check at the highest level
* 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
  + Satisfactory Prohibition from Teaching and Management checks.
* Where a candidate is:
* found to be on the Children’s Barred List (formerly List 99), 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
* to be 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 DfE’s Children’s Safeguarding Operation Unit.

**5. Terms and Conditions**

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

Additional benefits will also apply. These include:

* a substantial family house, with council tax and utilities paid, in the grounds of the School
* medical insurance for the Head and Spouse and an enhanced sick-pay regime for the Head
* membership of the Teachers' Pension Scheme
* reasonable moving expenses
* The successful candidate will be offered a discretionary fee remission for their children’s education at Swanbourne House, as part of the overall employment package

A notional car allowance will be included in the basic salary.