



General Guidance to Applicants

The Creative Education Trust (CET) is committed to safe recruitment processes. All staff recruited to work in one of the Trust's academies will be subject to the rigorous recruitment procedures outlined in the CET Safer Recruitment policy.

The job description and person specification for this role are essential to the selection and recruitment process. They form the starting point for consideration of a candidate's eligibility for interview and they guide the selection panel. It is important that you use **both** documents to prepare your application.

The Job Description sets out the role, tasks and responsibilities to be undertaken by the successful candidate. It is a written statement of what is expected of the post-holder. It provides basic guidance on day-to-day tasks plus professional and management responsibilities. It includes information about the way in which the job should be approached and the aspects in which the job needs to get results.

The Person Specification sets out the criteria used to identify the most suitable candidate for the job. It specifies the particular experience, skills, knowledge and personal qualities required. It also specifies the qualifications required. It will be used to assess a candidate's suitability for the post.

Applicants are expected to fully complete all sections of the CET application form. This must include grades and degree classification. Gaps in employment history will be investigated at interview along with the reason for them not being disclosed on the application form.

Shortlisting

The procedure used to arrive at a short list will allow sufficient time for a thorough and rigorous analysis of all applications. A selection panel will carry out shortlisting. The chairperson of the interview panel will supervise the shortlisting process. Decisions about who is called for interview will be based on a review of the application which will be scored against the published person specification.

Shortlisted candidates will be sent an invitation to interview. Candidates must bring evidence (original documents only) verifying their professional qualifications, identity, right to work in the UK and documentation required for the purpose of DBS checking.



References

References will be requested prior to interview. One of the referees must be the candidate's current or most recent employer. Open references will not be accepted neither will references which have been provided by the candidate. Referees for all candidates will be asked specific role and child protection related questions. If references do not answer the questions or provide sufficient information, this will be followed up by the school.

The Academy Trust reserves the right to seek references from the current employer even if they are not listed as referees on the application form.

The Selection Day(s)

During the selection day(s), we will take every opportunity to find out if you are the right person for the role. Similarly, it is an opportunity for you to find out more about the school and those who work here. The selection is a two-way process. We strongly encourage you to visit us beforehand.

Selection day(s) will offer you a range of different opportunities to demonstrate your potential to meet the requirements of the post. Some or all of the following activities and procedures may be used although the list below is not exhaustive:

- Observation of teaching
- Activities related to planning learning activities or schemes of learning
- Observed discussion with selected members of staff or students on specific topics
- In-tray activity
- A time management and prioritisation exercise
- A presentation
- A formal interview

Guidance on the Application Process



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The interview will also include a 'personal' section where a candidate's suitability for working with young people will be explored including questions on previous experience.

The Recruitment Panel

Sometimes, recruitment panels will also include external professionals with particular expertise.

The interview panel will score all interviewees against the published person specification.

All appointments will be subject to the following checks and the relevant certificates will be obtained:

- An identity check
- A barred list check
- An enhanced DBS check/certificate
- A prohibition from teaching check
- A section 128 check for those in management positions
- Further checks on people who have lived or worked outside the UK
- A check of professional qualifications
- A check to establish the person's right to work in the UK

Unsuccessful Applicants

Unsuccessful applicants will be offered feedback as a developmental opportunity.

How to Gain Additional Information

Please contact Sally Cirelli, HR Manager by:

Phone: 01933 222830 Ext 101

Email: HRManager@weaversacademy.org.uk

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