CONCORD
COLLEGE

Information for Applicants for Teaching Posts



Message from The Principal

'Concord College is a very special place. As England's premier international school, it is a school in which young people can flourish, find confidence and a sense of self-worth whilst achieving the very highest academic standards.

Parents can also be assured that Concord's secure and beautiful rural campus is a safe and healthy place for any child to grow. Concord is also a warm, calm and friendly community in which values of trust and decency are shared between staff and students in a mature atmosphere of mutual respect. If you have a chance to visit, you will see a lot of smiling faces.

Academically, the results speak for themselves. Not only do Concord students produce astonishing GCSE and A level performances, but they also go on to attend top universities in the UK and around the world. Concord is annually ranked highly in UK school league tables. But it is perhaps even more impressive that 'The Good Schools Guide' has described our wonderful school as 'near perfect', 'in a league of its own' and 'where the next generation of global high flyers is being nurtured'.



Education is more than just grades. Grades are certainly the 'passport' that students need to move on to the next stage of their lives and that employers will take account of in the future. But, the real art of education is to develop the confidence and self-worth of the young person holding the 'passport' that grades provide. Moral values and the soft skills of empathy, communication, team-working and time management are just as important to develop the confidence that is so central to any young person's future.

Finally, when you join Concord, you are not just joining us for a few years: you are joining the Concord community that stretches around the globe and across the generations. There are regular alumni gatherings around the world reflecting the fact that the Concord community is very strong. As we say, 'once a Concordian, always a Concordian'.'

Mr Neil Hawkins
February 2018

Ethos

'Concord College is an international community committed to high academic standards, dedication and mutual respect. The college provides a safe, modern and friendly environment in which students can fulfil their potential. Students are expected to behave in a way that promotes decency, harmony and trust. They should strive to achieve their best at all times. Staff will support them in this goal.'

The full Ethos and Aims of the College can be found on the Concord website. All staff are expected to be in sympathy with this and – as far as reasonably possible – to embody it on a daily basis in their dealings with students.

Academic Matters

Academic ambition lies at the heart of Concord College. It is expected that students will strive for their best and become active and – ultimately – independent learners. In addition to lessons, students have access to a wide range of academic clubs and societies, undertake 10 hours of supervised prep/week and will sit regular tests each Saturday. This testing is a long-standing feature of education at Concord and serves to reinforce student learning as well as removing some of the anxiety that can be associated with the exam room. It also gives teachers and senior staff a huge amount of data that can inform future learning for individual students. Such testing also has the advantage that lesson time does not need to be lost on 'class tests'.

Both A level and GCSE/IGCSE are offered with Year 9 (Form 3) acting as a foundation year for students going on to study GCSE courses. The college has particular strengths in the Sciences and Mathematics and has a good programme for Humanities students. We are highly successful in placing students into UK medical schools and other top UK universities. Over the past three years, 45 students have gone on to attend either Oxford or Cambridge



and over 65% of Concord leavers have gone on to 'top 10' UK universities. Support is available to all students to develop their oral and discursive skills to ensure that they are able to express their ideas confidently.

Academic and Pastoral Care

Teaching at Concord is undertaken in groups that average 15-17 at GCSE and 12-14 at A level. Teachers are expected to be experts in their subjects. Lessons are taught in a variety of excellent classroom facilities. There is also a state-of the art Science building with twenty-one laboratories and further teaching rooms. All teaching rooms are well maintained and resourced.

Students have an individual tutor with whom they meet daily and who monitors academic progress. All new teaching staff are expected to take on responsibility of being an academic tutor for either an A level or a Lower School tutor group. Tutors are expected to have a full understanding of the academic and pastoral needs of the students in their tutor group. Tutors are responsible to Heads of Year in the Lower School (for students in Form 3-5) or to one of the four Heads of House in the sixth form.



Boarding students live on campus or in the village of Acton Burnell. Each of the residences is overseen by a Boarding Parent who takes responsibility for student welfare and well-being.



Facilities

Facilities at Concord College are superb. Indeed, over the last eight years, over £25 million has been spent on facilities development. Based around an historic main building, there are many new additions. Students eat their meals in the college dining room and select from an array of international cuisine. Special diets are catered for. Students almost all have individual study bedrooms on campus, with over 200 enjoying en-suite facilities. Students have a wide variety of facilities including two sports halls, student common rooms and a student kitchen/diner.

Enrichment Activities

Concord students can choose from a multitude of activities (at last count, students listed 161 activities in which they are involved) to develop their talents and self-confidence. Sports, music, dance and drama are all available in our own facilities. We have a sports hall, squash courts, gymnasium and indoor heated swimming pool as well as outdoor facilities including football, athletics, tennis and a ropes course. For dancers, we have a purpose-built dance studio as well as a theatre for performances. Musicians



benefit not only from the theatre, but also individual practice rooms and a recording studio. Students also have access to a vast array of other clubs and societies ranging from debating to chess, and charity club to the medics society.

Past, Present and Future

Concord College was established in 1949 as a direct response to World War Two and with the purpose of using education to promote international understanding. Formerly situated in Tonbridge Wells, it moved to its present site in 1973 to provide room for expansion and in 1983 it became a charitable trust. Over the years, students from over eighty countries have attended Concord. The college is a member of The Independent Schools Council, the Boarding Schools Association and the Society of Heads.

The current Principal, Mr Neil Hawkins was appointed in 2005. Since his appointment the College has grown in size by 100% and over £25 million has been spent on the development of academic, pastoral and extra-curricular facilities. The College has long waiting lists and is looking forward to the next stage of its development with confidence. As Mr Hawkins states:

'Any organisation that stands still will go backwards. This is a belief that lies at the heart of development here at Concord. Education should be a vibrant process that meets the need of current pupils and prepares them for an ever-changing world.

We must also continue to change and develop to ensure that we are ready to meet the needs of the Concordians of the future. It is also my intention and that of the Concord Board of Trustees that Concord's name should be synonymous with high quality in education and further to enhance its global reputation for excellence.'



Safeguarding and Child Protection

Safeguarding is central to Concord life. If a student feels safe, secure and valued then they are likely to be able to flourish.

The College has a central role and responsibility in caring for the welfare of its students and in both preventing and protecting our students from abuse. It recognises its statutory duties to pass on these concerns and to work with other agencies in the field of Safeguarding Children. Furthermore, the College strives to meet the Five Outcomes of the government publication, "Every Child Matters" in helping its students to achieve their full potential in terms of: Staying Safe; Being Healthy; Enjoying & Achieving; Making a Positive Contribution; Achieving Economic Wellbeing.

The College will operate safe recruitment procedures; require the Children's Safeguards Manager to receive training in child protection and inter-agency working, which shall be updated every two years; require the Principal and all staff to receive training in child protection, which shall be updated every three years; and require that any deficiencies or weaknesses in child protection arrangements be remedied without delay.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service.



Recruitment and Selection Procedures

1. RECRUITMENT ADVERTISING

Recruitment advertising occurs internally, in the local or national press and elsewhere as applicable.

All adverts and job descriptions contain a reference to Child Protection, which is normally worded:

'Concord College is committed to safeguarding and promoting the welfare of children and young people. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.'

2. RECRUITMENT PACK

All applicants are sent (or can obtain directly from the College website) a recruitment pack containing the following:

- Job description/person specification
- Application form (including Employment History section)
- Safeguarding and Child Protection Policy Statement
- Recruitment and Selection Procedures
- Recruitment of Ex-Offenders Policy
- Information about the College as appropriate

3. APPLICATION

All posts require a Concord College application form to be completed as fully and effectively as possible. The information provided will be used for recruitment and selection purposes only. Please note that the question on date of birth is not discriminatory and is asked to ensure correct identification of the candidate in accordance with the DfES document 'Safeguarding Children and Safer Recruitment in Education'.

- No personally devised CVs can be accepted as an alternative.

- A full employment history is required.

- Any gap/concern in the information provided on the application form will be followed up, preferably before the candidate arrives for interview. If not resolved beforehand, any gap/concern will be thoroughly investigated at interview.

- The application form states 'an enhanced DBS check will be carried out before any appointment is made.'

4. SHORTLISTING

Following the closing date all application forms will be carefully read and considered by a Recruitment Selection Panel.

All applicants will be contacted after the closing date to inform them of whether they have been successful in their application.

5. REFERENCES

An offer of employment is subject to receipt of references which are satisfactory to the College. Occasionally references will be taken up at the short-listing stage.

- Two written references are required. One referee must be the applicant's current employer.
- Open 'to whom it may concern' references and testimonials are not acceptable.
- References written by family or friends are not acceptable.
- Telephone/verbal references alone are not acceptable, and must be confirmed in writing. In addition, if there are any follow-up queries by telephone then anything substantial added to the original reference will be formally recorded and the referee asked to confirm that in writing.
- Referees will be asked about an applicant's suitability to work with children and about disciplinary offences (whether current or time expired) and about whether the applicant has been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.
- Referees will be contacted by telephone to obtain confirmation that the reference is genuine.

6. INTERVIEWS

- Interview and visit procedures will vary according to the post, but will normally include a tour of the school, introduction to relevant members of staff and, in the case of teachers, will usually include teaching a lesson.
- Certain interview questions will be agreed in advance and asked of all the candidates (there will obviously be some variation dependent on information provided in the application). During the interview it is likely that an applicant's answers will also lead to some variations in follow-up questions.
- Child protection questions will feature within the interview.
- There will be at least two interviewers involved in the process of interview (but they will not necessarily interview simultaneously) and one of these will have undertaken safer recruitment training as recommended by the DfE.
- Qualifications will be verified. This involves seeing the original of certificates, diplomas, etc, as appropriate. If this is not possible then the successful candidate will be asked to obtain written confirmation of the relevant qualifications from the awarding body. Qualifications may also be checked with the awarding body.

- Identity will be checked. This involves seeing a candidate's passport or photo driving licence, a full birth certificate and, if applicable, any documentation evidencing a change of name (e.g. marriage certificate) and a utility bill or financial statement showing the candidate's current name and address. Photocopies are not sufficient.

- The right to work in the UK will be checked and copies of the relevant documentation, e.g. passport, will be held in the personnel file of each successful applicant.

- Candidate assessment notes will be taken at interview and a meeting held post interview to discuss the candidates before a decision is taken on the appointment.

- All interview records are securely stored for 12 months after which those for unsuccessful applicants are destroyed.

7. OFFERS OF EMPLOYMENT

Offers of employment are subject to the following:

- The applicant providing accurate information. Provision of false information is an offence and could lead to possible referral to the police and/or the DCSF Children's Safeguarding Operations Unit. Applicants should note that College appointments are exempt from the Rehabilitation of Offenders Act and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

- **DBS checks.** The procedures laid down by the Disclosure and Barring Service (DBS) are followed. All employees must have an enhanced DBS check (with barred list information), not a standard check, the cost of which is currently met by the College. DBS checks must be completed prior to commencement of employment.

  When an application is processed, certificates are sent directly to applicants and the College receives notification by e-mail. All applicants must produce their original certificates to the Human Resources Department on their first working day at the College.

  If the certificate contains additional information, the College will be notified by email and will contact the applicant. The College must see the original certificate and discuss matters revealed on the certificate with the applicant directly, before any decision is taken to as to whether or not to withdraw an offer of employment. The original certificate will be returned to the applicant and a copy retained on file in accordance with our Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

- Where a candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as the College may require in accordance with statutory guidance (e.g. a written report from a local police station confirming that the person has no record and is suitable to work with children). Overseas criminal record check documents must be provided prior to commencement of employment.

- Verification of medical fitness by completion of a medical questionnaire, in order to comply with the Health and Safety at Work Act 1974 and DCSF Circular 4/99

Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.

- Verification of qualifications (for teaching staff). The status of qualified teachers will be checked using the NCTL on-line service.

- Receipt of at least two satisfactory references and verification by telephone.

8. DATA PROTECTION

The information provided on the application form will be processed using manual and computer records. The application form will be held on the personnel file of each successful applicant. The application forms of unsuccessful applicants will be destroyed after a period of 12 months.

9. DBS CERTIFICATE INFORMATION

DBS certificate information is kept confidential and communicated on a need to know basis only. Certificates are not placed in the candidate's personnel file but stored separately and securely within a locked cabinet. Certificate information is kept for 6 months in accordance with the DBS Code of Practice. It is then shredded, but the College keeps a record of the date of issue, the name of the subject, the position for which the certificate was requested, and the unique reference number of the certificate.

10. EQUAL OPPORTUNITIES

All staff involved in the recruitment and selection of staff will treat applicants fairly and make decisions objectively and in line with the College's commitment to equal opportunities by:

- ensuring that no job application or employee receives less favourable treatment on the grounds of any of the protected characteristics covered by the Equality Act 2010;

- ensuring that all employees are recruited on the basis of ability, qualifications and experience as measured against the job description/person specification.

Concord College welcomes applications for employment from disabled people and is committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people.

Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Concord College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

This policy is made available to all DBS check applicants, as part of the recruitment process.

Concord College is committed to the fair treatment of its staff, potential staff or students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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.

An enhanced DBS check (with barred list information) is requested for every individual being offered employment at Concord College. This is clearly stated on our job advertisements, application forms and recruitment briefs.

Our application form also requests from applicants details of any criminal convictions, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Failure to disclose a conviction which is later revealed by an enhanced DBS check (with barred list information), will result in an offer of employment being withdrawn.

We ensure that all those at Concord College 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, e.g. 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 an offer of employment being withdrawn or termination of employment.

Every subject of a DBS check is made aware of the existence of the Code of Practice and also that a copy is available on request.

We undertake to discuss any matter revealed by a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from obtaining a position at Concord College. This will depend on the nature of the position and the circumstances and background of the offences.

Jan 2018