



After School Care Leader (ATA) School & Nursery Supporting Information

Our School

Here at Western Primary School, we seek to develop in our children a love of learning that will last a lifetime.



We are committed to providing a stimulating environment, combining high standards and a broad and rich curriculum with the understanding that every child approaches learning in a unique way.

In a happy and safe atmosphere, our children have the freedom to engage and discover with a focussed and experienced team supporting every child in striving to meet and exceed

their personal goals. Educating our children with a fusion of excellence and enjoyment, Western Primary School is privileged to be part of this crucial stage of childhood, encouraging our children in 'Creating their own Success Stories'.



As a support member of staff, your work makes a real difference to the education of our children, we value the work all our school staff do in providing an outstanding learning environment.

Our School Aims

Western Primary School aims to create SUCCESS for all members of the school community through:

- Stimulating the development of knowledge, skills and understanding
- Understanding how to be an Effective Learner Forever (ELF)
- Creating equal opportunities to be successful
- Committed to the provision of a dynamic curriculum
- Educating responsible citizens of the world
- Supporting the promotion of community cohesion
- Striving to be technologically capable



At Western, incidents of misbehaviour are rare and teachers work within a well-ordered environment where excellent relationships exist between staff and children. The school uniform is worn proudly by all children and staff are expected to match this by modelling high standards of appearance and professional behaviour.

However, working at Western brings its own challenges as we strive to be outstanding in all we do. Potential colleagues will need to be able to work as a member of a team and cope with our high expectations.

We are a member of the "Red Kite Teaching School Alliance" which includes six leading secondary schools as strategic partners as well as four universities, a special school and thirty-five primaries. As such, this gives opportunities for our staff to access outstanding professional learning.

Western Primary School – School and Nursery Before and After School Care

Western Primary School is a larger than average Primary School with a Nursery. We are successful and popular with enthusiastic children, talented and committed staff, dedicated governors and supportive parents.

Our school is proud to provide a wonderful before-and-after nursery/school care for parents and carers of all children who attend Western's Nursery, Foundation Stage and Year 1.

Following an exciting curriculum with indoor and outdoor play, the service is available from 7.30am – 8.45am and 3.15pm - 6.30pm. Sessions, which are run in the comfort of the main school by staff that children know well, can be booked by parents half-termly, weekly or ad-hoc. These are coordinated with the children's part-time & full time nursery / school hours.



Our main aim as a school is to provide the **highest quality learning opportunities** for all of our children to enable them to achieve their **full potential** in a **safe** and **stimulating** environment.

We expect all our staff to share this commitment and as a support member of staff, the impact you can make is significant!

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

We are delighted to subsequently welcome Rossett Acre Primary School, Crawshaw Academy and Coppice Valley Primary School whom joined the Trust during the 2016/2017 academic year.

We are seeing the benefits for young people by working more closely together and have welcomed the insight and expertise that both our primary and secondary colleagues have provided. We look forward to the Trust developing further over the years, allowing extended collaborative working across all of our schools, and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff in particular the opportunities to share the specialist skills and knowledge with colleagues across both primary and secondary phases.



The success of our school 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 aims and vision.

Further information

For further information about our school, the Red Kite Learning Trust, or the wider Red Kite Alliance and our schools, please visit the following websites:

<http://www.western.n-yorks.sch.uk/>

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

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

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



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

Post Title:	After School Care Leader (ATA)
Salary Grade:	Band 5, SCP12 to SCP16 £16,123 to £17,419 FTE Actual Salary: £4,042 – £4,367
Contract Type:	Fixed Term Initially to 31st August 2018 Term-time only (38 weeks per year)
Working Hours:	Part-time 11 hours 15 minutes per week 3:15pm to 5:30pm* Mon-Fri (*You will be required to work until 6:30pm Mon-Fri where the service is booked for that day.)
Responsible to:	Headteacher/Early Years Leader

General Description:

To lead the after school care provision at Western Primary School, ensuring effective and appropriate care, play and learning opportunities are provided in a safe and secure environment. To contribute to a high standard of physical, emotional, social and intellectual care for all children.

The post holder will be responsible for the day to day management of the provision, aligned to parent bookings and will adopt flexibility in working hours to ensure the service is staffed for our children, young people, and their families/carers aligned to the booking requirements on the day.

Special Conditions of Service:

No smoking policy, including e-cigarettes.

1	Key Duties & Responsibilities:
1.1	To manage, supervise and support our After School Club staff to ensure a high level of service is provided for all our children, by establishing a warm, welcoming and appropriate learning environment & programme of activities.
1.2	Provide and assist the formulation, planning, delivery and evaluation of service learning programs, as applicable, in agreement with the Headteacher/Early Years Leader.
1.3	Create a weekly plan of appropriate play activities (including within the outdoor area), ensuring they are both varied and enjoyable, to support the development of our children's skills and experiences.

1.4	Ensure that appropriate staff ratios are maintained at all times, aligned to service need and the safeguarding of our children. Provide feedback to the Early Years Leader regarding changes to staffing requirements.
1.5	Manage the timetable of activities, equipment required, and ensure the club is appropriately set-up and cleared away at the start and end of the provision.
1.6	Provide feedback to the Headteacher, Early Years Leader and School Governors, assist with promotional activities, and ensure appropriate running of the club aligned to service expectations and the aims/ethos of the school.
1.7	Nutrition – plan, through liaison with our school catering team, a healthy and varied snack menu for children, aligned to parent booking requirements. Prepare/serve food as required.
1.8	Monitor and evaluate learning responses: make assessments, evaluations, and keep records of our children’s development, making appropriate adjustments to meet the ongoing needs of our children.
1.9	Share with the school leadership team, and our parents/carers as appropriate, records of development and attainment whilst within the After School Club care provision.
1.10	Foresee the needs of all children in our care, ensuring activities provide appropriate educational, emotional and physical learning to all children.
1.11	When required, with agreement from the Headteacher/Early Years Leader, adopt flexibility and support the work of the General Teaching Assistants within the Nursery setting.
1.12	Assisting with the supervision of groups and individual children as required. Engage in good team working with all nursery and school colleagues, supporting staff and setting the standard for good practice at all times.
1.13	To promote the inclusion and acceptance of all children across the school and nursery environment, assisting in the implementation of appropriate behaviour management strategies within the provision.
1.14	To support children consistently whilst recognising and responding to their individual needs. Interact with children in a manner that supports the development of their ability to think, learn & develop.
1.15	Communicate effectively and establish constructive relationships with all children, parents, families, carers, external agencies and other professionals - to facilitate day-to-day caring and early learning needs. Liaise with and support parents and other family members. Understand that communication is a two way process.
1.16	Ensure someone known and agreed by the school/nursery and parents collects each child from the After School Club provision.
1.17	To encourage children of all ages to interact and work co-operatively with others and engage all children in activities.
1.18	Assist and set the standard for the Teaching Assistant(s) - in the implementation of appropriate behaviour management strategies, and adhering to all current nursery & school policies.
1.19	Ensure that a daily registration signing in and out system is accurately administered.

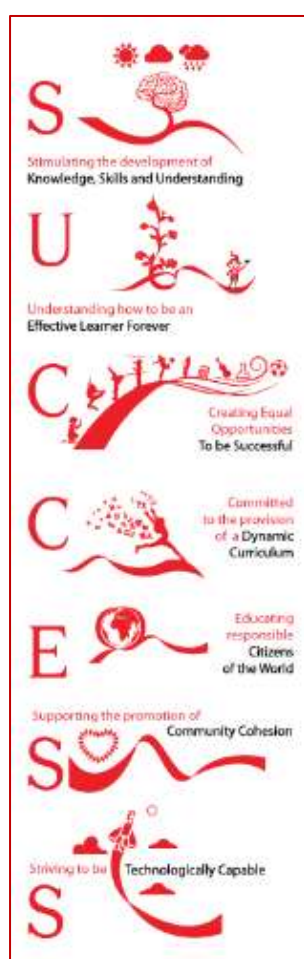
1.20	To read, understand and adhere to all policies and procedures relevant to your role as deemed appropriate. Record accidents as per the school procedures.
1.21	Observe a child's behaviour, understand its context and notice any unexpected changes – to ensure continued delivery of the highest quality teaching, safeguarding and welfare practices.
1.22	Participate in relevant training as appropriate/as requested, including out of working hours' activities, e.g. training, staff meetings, fundraising events etc.
1.23	To be aware and comply with policies and procedures relating to child protection, health, food safety & food handling, safety and security, confidentiality, equality and data protection - reporting concerns to an appropriate or designated person.
1.24	To contribute to the overall ethos/work/aims of the school and nursery, in accordance with your role and the direction of the Headteacher.
1.25	Participate in the schools' training programmes and performance management scheme.
2	Additional Duties – After School Club Provision
2.1	To ensure that meal times are a time of pleasant social sharing.
2.2	To ensure good standards of safety, hygiene and cleanliness are maintained at all times.
2.3	To ensure that equipment is appropriately monitored and maintained for the safety of staff and children using the service.
2.5	Ensuring that a poorly child is kept calm and warm and parents/carers or management are notified immediately.
2.6	To be aware of the high profile of the nursery and to uphold its standards at all times, both within work hours and outside.
<p style="text-align: center;">Working Hours:</p> <p>The core planned working hours for the role are part-time, 11 hours 15 minutes per week, between the hours of 3:15pm to 5:30pm* Mon-Fri. The After School Club provision is available to parents until 6:30pm each day. The provision is staffed according to the need and therefore the post holder will be expected to offer flexibility to work until 6:30pm Mon-Fri where required. Additional hours will be paid on a relief/claiming basis in addition to normal salary in increments of 15 minutes.</p>	

Person Specification: E Essential, D Desirable

3	Experience/Aptitudes	
3.1	Working in a childcare or nursery environment. Previous experience of caring for or working with children aged 0-5 in a voluntary or paid capacity.	E
3.2	An understanding of the Early Learning Goals & Foundation Stage	D
3.3	Knowledge of the National Standards for the regulation of Childcare provision	E
3.4	Have an enthusiasm for and an active interest in children's play.	E
3.5	Demonstrates commitment to the provision of high quality childcare.	E

3.6	Experience of working with children and young people with a wide range of Special Educational Needs.	D
3.7	An understanding of the strategies that can be used to reduce the barriers to learning. Shows a positive approach to learning through teamwork.	D
3.8	Proven track record of successfully working with children/young people in a work/voluntary setting.	D
4	Qualifications/Training	
4.1	Childcare Qualification at Level 3 (or equivalent).	E
4.2	Childcare Qualification at Level 4/5 (or equivalent).	D
4.2	Appropriate first aid training.	D
4.3	GCSE Grade C or equivalent in English and Maths.	E
5	Knowledge/Skills	
5.1	Good knowledge of a child's development and learning processes, understanding that all children have differing needs and knowledge of how to apply inclusive practice.	E
5.2	Excellent written and verbal communication skills.	E
5.3	Able to communicate effectively with children, staff, families and carers.	E
5.4	Ability to relate well to, and work positively and effectively with, children and young people.	E
5.5	Work constructively as part of a team, understanding classroom & nursery roles, team roles and responsibilities and your own position within these.	E
5.6	Ability to manage child behaviour in a supportive and effective manner.	E
5.7	Demonstrable IT skills and ability to use them as part of the learning process.	D
5.8	Good understanding of child development and learning processes.	D
5.9	Understanding of individual children and young peoples' needs.	D
5.10	Working knowledge of relevant policies, codes of practice and legislation.	D
5.11	Use of other equipment technology – printer, photocopier.	D
5.12	Problem solving.	D
5.13	Organisational/administrative/display.	E
5.14	Forward thinking.	E
5.15	Awareness of health and hygiene issues.	E
6	Characteristics	
6.1	Willingness to be flexible and work to meet the best interests of the nursery & school.	E
6.2	Committed to delivering the ethos and policies of our school and nursery.	E

6.3	Self-motivated and hard-working.	E
6.4	Team worker and able to create and maintain effective working relationships.	E
6.5	Willingness to undertake training.	E
6.6	Sense of humour and optimism.	E
7	Safeguarding and Promoting the Welfare of Children	
7.1	Has appropriate motivation to work with children.	E
7.2	Ability to maintain appropriate relationships and personal boundaries with children.	E
7.3	Has emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline.	E



Western Primary School and The Red Kite Learning Trust is about more than just academic success, it is about giving children and young people opportunities to develop as well-rounded citizens able to contribute fully to our modern world.

We hope that new colleagues will be able to help achieve this for all our children and young people. In return, across the Trust we can offer a vast range of opportunities to extend your experience and expertise.

This really is a great place to work and learn and the post would be ideal if you are flexible, forward looking, energetic and looking to develop your experience within a primary school or day care setting.

Western Primary School is within the beautiful spa town of Harrogate, regularly voted one of the happiest places to live and work in Britain!

We absolutely understand the importance of securing the right role and we truly believe that our school will not disappoint you.

Our expectations are high because we believe that **our children deserve the very best we can offer.**

School visits are actively encouraged, to book a visit please telephone our school directly and ask to speak with Ali Knott, Business Manager, **Tel: 01423 502737**

We hope that after considering all the information provided you will decide to make an application to our school.

How to Apply

Candidates are encouraged to complete our online electronic application process.

To access our on-line application form via the Red Kite Learning Trust, please visit: www.rklt.co.uk/vacancies

Simply select the vacancy and within the advert press the 'Apply Now' link to launch the form.

If you would prefer to receive a paper based or emailed application form, please contact us at: recruitment@harrogategrammar.co.uk with your full name, email and home address details. If you would like further information about our school, or the role, please email Ali Knott knotta@western.n-yorks.sch.uk or telephone: 01423 502737

A reminder the **closing date is 12noon Tuesday 16th January 2018.**

Interviews are expected to be held on Tuesday 23rd January 2018, for your advance planning. We will advise shortlisted candidates as soon as possible after the closing date.



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;

- Red Kite Recruitment Process Guidelines
- Red Kite Ex-offenders Policy

Recruitment Process Guidelines



Western Primary 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. Candidates are encouraged to complete the On-Line form.

Application Form (Word Document)

If you would prefer to complete a paper application form, this can be provided by the Red Kite Learning Trust HR team upon request, please email: recruitment@harrogategrammar.co.uk

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

Policy Statement on the Recruitment of Ex-Offenders



Western Primary 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)

WESTERN PRIMARY SCHOOL CHILD PROTECTION INFORMATION / INSTRUCTIONS FOR JOB APPLICANTS

Western Primary School is committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with DCFS Safer Recruitment and Selection Guidance, for appointment to this post, **references will be taken up prior to interview.**
3. All reference requests will specifically ask for information about the candidate’s suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bindovers.
4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. **This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974** therefore all convictions, cautions and bindovers, including those regarded as “spent” must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on List 99 or PoCA List, barring or restricting work with young people or vulnerable adults. For new employees to the Red Kite Learning Trust, the appointment will be subject to satisfactory completion of a six month probationary period (Applies to school support staff posts).
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board’s, Local Authority’s and School’s Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. If you would like to discuss any of the above before making an application please contact the Headteacher or Chair of Governors.