



# DUMPTON SCHOOL

## APPOINTMENT OF HEAD

### Application Process - Explanatory Notes

#### 1. Application Procedure

*All candidates are requested to submit their entire application electronically and are responsible for its safe and timely delivery.*

Please complete the Application Form (available on the School website) and submit it with:

- a signed letter of application (of not more than 2 sides) addressed to the Chair of Governors, Hugh Cocke, 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: Lerryn Chaffey: [secretary@dumpton.com](mailto:secretary@dumpton.com)

The closing date for applications is **Monday 1 October 2018 at noon.**

Prospective applicants wishing to speak with the Headmaster about the post, should contact the Headmaster's PA, Lerryn Chaffey on 01202 883818 or at [secretary@dumpton.com](mailto:secretary@dumpton.com).

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.

#### 2. References

If you are selected for interview as a short-listed candidate, the Chair of Governors will correspond with your referees on, or soon after, **Monday 22 October**. 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 on **Thursday 18 and Friday 19 October** with members of the Governing Body. All candidates will then be contacted on or soon after, Monday 22 October.
- A Governor may wish to visit **short-listed** candidates in their current schools prior to their final interviews, subject (if appropriate) to your Head's agreement.

- Short-listed candidates will be invited to visit the School during the week beginning **29 October** and spend time with the Headmaster, and may expect to meet members of the Senior Management team, as well as other staff and children.
- The final interviews and selection process for short-listed candidates and, where appropriate, their spouse/partner, will take place at the School on **Thursday 8 and Friday 9 November**. This will include an evening social event with Governors and staff.
- All reasonable UK travel expenses with supporting receipts will be reimbursed.
- We reserve the right to alter any of the dates stated on this form.

#### **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:
  - o Receipt of at least two satisfactory references.

- o 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.
- o A satisfactory DBS check at the highest level.
- o Verification of professional status.
- o 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.
- o Satisfactory Prohibition from Teaching and Management checks.
- o The appointment will be subject to a satisfactory medical examination conducted by an independent doctor, following the initial conditional offer and acceptance of the post.
- Where a candidate is:
  - o 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
  - o found to have provided false information in, or in support of, his/her application; or
  - o found 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 and will reflect the importance which the Governors place on strong leadership. The salary will be subject to regular review by the Governing Body.

Additional benefits may also apply. These include:

- suitable accommodation, with Council Tax and utilities paid
- medical insurance for the Head, spouse and dependent children living at home under the age of 18 and an enhanced sick-pay regime for the Head
- discounted fees for any children attending Dumpton
- membership of the Teachers' Pension Scheme
- membership of IAPS
- reasonable moving expenses

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