Cranleigh Primary C of E School Headteacher Recruitment 2019

Application Guidance & Pre-employment Checks

Introduction

This document provides guidance on the application process and outlines the pre-employment checks that we will carry out before an offer of employment is confirmed. If you have any queries, please contact the Clerk to the Governors on clerk@cranleighprimary.surrey.sch.uk

Timeline

Application deadline: Friday 25th January, by email or post

Shortlisting: Wednesday 30th January
We will be taking-up references after short-listing with the intention to discuss at interview
Candidates who are not short-listed will be informed within 3 working days

Interviews: Monday 4th February & Tuesday 5th February
Please bring required verification of identity and address – see Appendix
Unsuccessful candidates at interview stage will be informed with 3 working days

Start date: 1st September 2019

We welcome school visits by prospective candidates. Please contact the Clerk of Governors via the email above or call our school on tel. 01483 273286 to arrange an appropriate time.

Pre-application documents

Please ensure you have downloaded and read the following documents before applying. Copies can be requested electronically to the above email address if downloads are unavailable.

- Job Profile
- Person Specification
- Headteacher Recruitment Information Pack
- Applicant Privacy Notice

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Application Form

All applicants are required to complete the School's Application Form **in full** which provides us with the information we require to shortlist for interview and acts as a signed and dated declaration of qualifications, skills and experience. CVs will not be accepted and any Application Forms submitted electronically will need to be signed at interview.

The form should show a complete employment history since leaving full-time education and account for any gaps in employment. Applicants are also required to disclose details of any criminal convictions on the application form. A fully completed application form will be retained on the personnel file.

The Application Form contains space for a personal statement where you must show how you meet or partially meet all the requirements of the Job Profile and Person Specification. You may complete the statement in a separate document if necessary making sure this is clearly identified on the Application Form.

Pre-Employment Checks

In accordance with the recommendations set out in KCSIE and DUCA the School carries out a number of pre-employment checks in respect of all prospective employees.

In addition to the checks set out below, the School reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. This may include internet and social media searches.

In fulfilling its obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Whilst the pre-employment checks are primarily concerned with the promotion of safer recruitment, the School also has a legal duty to make a referral to the DBS in circumstances where an individual:-

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

Verification of Identity and Address

All applicants who are invited to an interview will be required to bring with them evidence of identity. After this, successful candidates will be advised and required to bring in to the School evidence of right to work in the UK, address and qualifications as set out below and in the list of valid identity documents the Appendix (these requirements comply with DBS identity checking guidelines):

- one document from Group 1; and
- two further documents from either of Group 1, Group 2a or Group 2b, one of which must verify the applicant's current address; and
- original documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with KCSIE. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

A copy of the documents will be kept on file and details recorded on the Single Central record.

Academic and Professional Qualification

The School will verify that potential employees have achieved the qualifications that they claim in their application by viewing each original qualification or a properly certified copy of those documents. If a candidate achieved their qualifications overseas they will need to contact the National Recognition Information Centre for the United Kingdom (UK NARIC) who will be able to confirm equivalence of qualifications obtained overseas.

All applicants for teaching positions must be a qualified teacher and have satisfactorily completed the induction period and met the induction standards. QTLS holders who have full professional status with (are a member of) the IfL are recognised as qualified teachers, and will be treated as such for the purposes of pre-employment checks. The School will either need to see original (or certified copies) of the QTS certificate and Induction Certificate or a print-out of the DfE Secure Access service confirmation and will retain copies on the personnel file.

References

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend unless there are specific circumstances which mean no other referees are available.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism" (see the definition of "extremism" in the section below). If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary (for teaching staff), job title / duties, reason for leaving, performance, sickness* and disciplinary record;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired), except where the issues were deemed to have resulted from allegations which were found to be false, unsubstantiated or malicious; and
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.
- whether the applicant could be considered to be involved in "extremism"
  " 'Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

(*questions about health or sickness records will only be included in reference requests sent out after the offer of employment has been made.)

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed. The School may at its discretion make telephone contact with any referee to verify the details of the written reference provided.

Criminal Records Check

The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information.

The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. It is a condition of employment with the School that the **original** disclosure certificate is provided to the School prior to starting employment. Original certificates should not be sent by post. Applicants must bring the original certificate into the School prior to starting employment and a convenient time and date for doing so should be arranged with The Bursar's Secretary as soon as the certificate has been received. Applicants who are unable to attend at the School to provide the certificate are required to send in a certified copy by post or email within two weeks of the original disclosure certificate being received. Certified copies must be sent to the School Business Manager. Where a certified copy is sent, the original disclosure certificate must still be provided on the first working day. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.

DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check from the relevant jurisdiction(s), a certificate of good conduct and/or references from any employment held. In most circumstances, work can only commence once the overseas information has been received, the School has considered that information and confirmed that the applicant is suitable to commence work at the School. The applicant is responsible for applying for this check. See GOV.UK Criminal records checks for overseas applicants for information on how to apply.

Childcare Disqualification Requirements

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 ("Regulations") state that it is an offence for the School to employ anyone in connection with our early years provision (EYP) or later years provision (LYP) who is disqualified, or for a disqualified person to be directly involved in the management of EYP or LYP.

The criteria for which a person will be disqualified from working in connection with EYP or LYP are set out in the Regulations. All applicants to whom an offer of employment is made to carry out a relevant role in EYP or LYP will be required to complete a Self-Declaration Form confirming whether they meet any of the criteria for disqualification under the Regulations. The School will decide whether a role is relevant and within the scope of EYP or LYP by having regard to the guidance in DUCA. Employment with the School in any relevant role will be conditional upon completion of the Self-Declaration Form and upon the applicant not being disqualified.

The School cannot permit any person who is currently disqualified to start work in a relevant role. The School also reserves the right at its absolute discretion to withdraw an offer of employment if, in the opinion of the School, any information disclosed in the Self-Declaration Form renders that person unsuitable to work at the School.

Applicants who have any criminal records information to disclose about themselves must also provide the following information:

- details of the order, restriction, conviction or caution and the date that this was made;
- the relevant court or body and the sentence, if any, which was imposed; and
- a copy of the relevant order or conviction.

Applicants are not required to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

For the avoidance of doubt the School does not require applicants to request any criminal records information directly from the DBS. The School only requires applicants to provide relevant information about themselves "to the best of their knowledge".

A person who discloses information which appears to disqualify them from working in a relevant role may apply to Ofsted for a waiver of the disqualification. The School may withdraw an offer of employment at its absolute discretion and is under no obligation to await the outcome of an Ofsted waiver application. If a waiver application is rejected the School will withdraw the conditional offer of employment.

After making this declaration, staff in a relevant role are under an on-going duty to inform the School if their circumstances change in a way which would mean they subsequently meet any of the criteria for disqualification. Any failure to disclose relevant information now, or of a future change in circumstances, will be treated as a serious disciplinary matter and may lead to the withdrawal of a job offer or dismissal for gross misconduct.

For more information please also read the DfE guidance on the application of the Childcare (Disqualification) regulations 2018

Prohibition from Teaching Check

The School is required to check whether staff who carry out "teaching work" are prohibited from doing so in the UK. The School uses the NCTL Teacher Services system to check whether successful applicants are the subject of a prohibition, or interim prohibition order issued by a professional conduct panel on behalf of the NCTL. This will include checking for the existence of any sanctions issued by regulators of the teaching profession in EEA countries. For further information on this check, please contact the School

Medical Fitness

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, **after** an offer of employment has been made but **before** the appointment can be confirmed.

It is the School's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire. The School will arrange for the information contained in the Health Questionnaire to be reviewed by the School's medical advisor if necessary. This information will be reviewed against the Job Profile and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the School's medical advisor has any doubts about an applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

Successful applicants will be required to sign a declaration of medical fitness confirming that there are no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Appendix: List of valid identity documents

Group 1: primary identity documents

- current valid passport
- biometric residence permit (UK)
- current driving licence (photocard with paper counterpart; full or provisional; UK / Isle of Man / Channel Islands and EU);
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces
- adoption certificate (UK and Channel Islands)

Group 2a: trusted government documents

- current driving licence (paper version; UK / Isle of Man / Channel Islands and EU; full or provisional)
- current driving licence (photocard; all countries; full or provisional)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands – issued at any time after the date of birth by the General Registrar Office / relevant authority i.e. Registrars)
- marriage / civil partnership certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK, Channel Islands and Isle of Man)

Group 2b: Financial and social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)
- credit card statement (UK or EEA)*
- financial statement e.g. pension, endowment, ISA (UK) **
- P45 / P60 statement **(UK and Channel Islands)
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) valid up to expiry date
- letter of sponsorship from future employment provider (non UK / non EEA valid only for applicants residing outside the UK at the time of application) must be valid at time of application)
- utility bill (UK) – not mobile telephone bill *
- benefit statement - e.g. child benefit, pension (UK) *
- a document from central or local government/ government agency / local authority giving entitlement - e.g. from the Department for Work and Pensions, the Employment Service , HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security (UK and Channel Islands)*
- EU national ID card (must be valid at time of application)
- cards carrying the PASS accreditation logo (UK and Channel Islands; must be valid at time of applications)
- letter from Head or College Principal (for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided. must be valid at time of application)

Note

If a document in the list of valid identity documents is:

denoted with * - it should be less than three months old

denoted with ** - it should be less than 12 months old