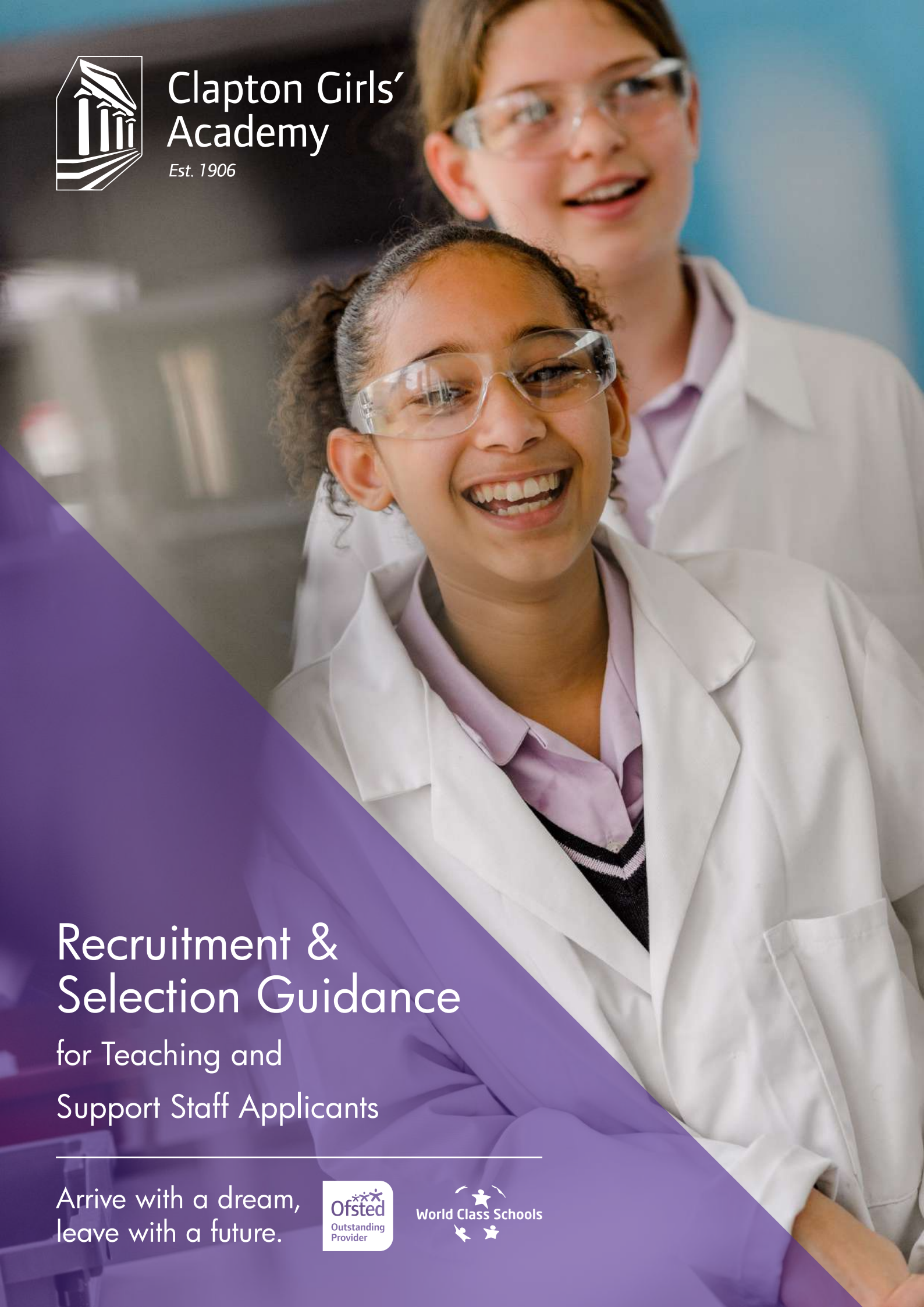


Clapton Girls' Academy

Est. 1906

Recruitment & Selection Guidance

for Teaching and Support Staff Applicants

Arrive with a dream, leave with a future.

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Introduction

At Clapton Girls' Academy we are committed to providing the best possible education for our students. To achieve this, we aim to ensure that academy staff have the required high standard of skills, knowledge, commitment and experience.

We shortlist candidates using the person specification as the basis for decision making. We then use structured interviews and observations (for curriculum based staff) and tests upon which to base our selection decision. We ensure that all candidates are treated fairly and have equality of opportunity.



Shortlisting

When you apply for a job with Clapton Girls' Academy, we send you an application form to complete, together with a job description and a person specification for that job.

It is important that you read this information carefully. The job description gives you further information for you to decide whether you possess the necessary knowledge and skills and are interested in pursuing your application.

The person specification contains the knowledge, skills and experience required for the job and these are the criteria against which a selection decision will be made.

The shortlisting of candidates is carefully undertaken by assessing the information that you provide on the application form against the requirements of the person specification.

Shortlisting will not begin until after the closing date and will be undertaken by a minimum of two members of the selection panel. A record of the shortlisting process will be made. Shortlisted applicants will be advised promptly by being invited to interview.

If you have not heard from us within two weeks of the closing date, regretfully you have not been successful on this occasion and no further communication will be sent.

Completing the application form

It is important that you complete the application form fully and provide clear evidence of your relevant knowledge, skills and experience against those listed in the person specification. **We do not accept Curriculum Vitaes**. Incomplete application forms or forms containing unexplained gaps in the information provided may not be considered.

Your application form will also be used to assess your written skills such as grammar, spelling, ICT skills, your ability to express yourself clearly and concisely and your ability to organise information.

Where an applicant has difficulty completing the form because of a disability or learning difficulty, we will accept applications in other formats.

Please note that errors, omissions or falsehoods in the application form will result in it not being processed or if discovered at a later date will lead to dismissal.

References

Please give the names and addresses of two individuals, not related to you, from whom we may obtain references. Both must be professional references. If you are employed then one of these must be your current employer. **If you are employed in a school or education setting, one of these must be your current headteacher.** However, if you are a student or have been out of work for a period of time then teachers or a previous employer will be sufficient.

Please remember that the referees you give should be able to comment on your ability to perform the job for which you are applying. If you do not provide us with two full references, the progression of your application form might be affected. Newly Qualified Teachers should provide referees for their initial teacher training provider and a teaching practice placement.

Referees will be written to and references requested prior to interviews taking place. If you do not wish for your current employer reference to be taken up prior to interview please indicate this on the application form. Your second reference will be contacted in all cases following being successfully shortlisted. **No offer of employment will be made until both references have been received and are satisfactory. We do not accept open references.**

In line with our commitment to the Equality Act 2010, questions about health/ sickness absence have been removed from reference requests for prospective employees.

Observations and tests

A range of ability tests are used to help us to determine whether candidates possess the right skills or aptitude for the vacancy under consideration. This is followed by a formal interview.

For all teaching and curriculum based support staff roles, we undertake observations or tasks.

Depending on the order of the activities on selection day, if you are unsuccessful at the testing and observation stage you may not be invited to the interview stage.

If you are successful at the testing and observation stage, test and observation results will be taken into account alongside the result of the interview. A selection decision will then be made on the basis of all the information about you that we have available.

There is little actual preparation that can be done for the tests other than to ensure that you are relaxed and as rested as possible. For lesson observations you will be given full details in your interview invitation letter and we would expect you to be fully prepared including having a lesson plan.



Interviews

Interviews are always conducted by a panel of at least two people, and usually three or four. The panel will usually include the Headteacher or designated member of Leadership Team and a manager from a relevant department. For more senior positions, a member of the governing body will also be present. Interview questions will relate to the Job Description, Person Specification, the candidates completed application form and safeguarding.

All panel members will ensure that the interview is conducted in a fair and professional manner.
In the interests of safeguarding, at least one member of each interview panel will have undergone Safer Recruitment Training.



We are committed to Safer Recruitment and follow the 12 steps below to ensure that we recruit the most suitable candidates to work with our students:

Before we release the post

1. We have an up to date recruitment and selection policy that describes the selection process.

2. The academy has a safeguarding policy and a statement about our commitment to safeguarding which is included in all recruitment and selection materials.

3. There is an up to date job description and person specification for the role(s) we wish to recruit to.

4. An appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and our commitment to safeguarding.

5. A suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form is provided.

Before we interview

6. We ensure that each application received is scrutinised in a systematic way by the panel in order to agree our shortlist before sending out interview invitations.

7. We ensure all appropriate checks have been undertaken on the long listed candidates, including references.

8. We ensure that all long listed candidates receive the same letter of invitation to interview, supplying them with all necessary information.

Before we select our preferred candidate

9. We ensure that a face to face interview is conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.

10. We ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in the information supplied in the application form.

Before we formally appoint

11. We ensure that we are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.

12. We ensure that our preferred candidate is informed that the offer of employment (including voluntary positions) is conditional on receiving satisfactory information from all necessary checks.

In line with Safer Recruitment, we ask that all candidates currently working in an education or other setting with children bring details of their current CRB/DBS disclosure on the day of interview. **If you do not currently have a CRB/DBS disclosure or if it has expired, please inform the academy HR Manager who will ensure that you are checked against the barred lists prior to your interview attendance.**

In addition we ask that you bring proof of British Residency and your right to work in the UK (in the form of a passport and/or work permit) with you on the day of interview along with your qualifications. Please bring originals only, these will be photocopied by the academy HR Manager upon your arrival. If you are unsuccessful at interview, any copies of documentation will be shredded or posted back to you (upon request).

To ensure that you put across your skills, experience and personal qualities in the best way possible, you should prepare for interview. Here are some preparation suggestions:

1. Find out as much relevant information as you can about the academy, as well as the department you have applied to and the job you have applied for.

2. Look carefully at the selection criteria for the job identified in the person specification, and think about how you might be able to prove to a panel that you can meet these requirements.

3. Please ensure that you allow yourself enough time to arrive and take part in the selection process without putting pressure on yourself.

Please note, it is not academy policy to assist with accommodation costs. Candidates may be reimbursed for travel costs within the UK for those who have travelled a considerable distance.

Local travel costs will not be reimbursed.

Interview results

All shortlisted candidates, successful or otherwise, will be informed of the result of the selection process in which they have taken part.

If you have been successful at interview you will be given a conditional offer of appointment once we have received two references deemed satisfactory by the academy. A firm offer of appointment will only be confirmed once we have received the following:

- Proof of your right to work in the UK- this includes a passport, work permit and home office letter
- Health Clearance
- Enhanced CRB/DBS Check for your role in the academy
- Proof of qualifications relevant to the post

You should be aware that vetting checks can take some time, so it is of vital importance that you complete and return all forms issued with your conditional offer letter as soon as possible to prevent any possible delay to your start date.



Disclosure and Barring Service (old Criminal Records Bureau) disclosure form

The academy complies with the CRB/DBS code of practice in regard to criminal record information.

All posts involving contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the next page or on the Disclosure and Barring Service website.

When completing the application form, if you have been convicted of a criminal offence which is not 'protected', please provide details in a sealed envelope marked 'confidential' and attach to your application form. If you make a confidential disclosure, it will not be opened unless you are shortlisted for interview. The information disclosed will be discussed with you at interview and taken into account in the selection decision. The self disclosure will be compared with the information on the CRB/DBS check if you are appointed. Providing false information is an offence and could result in:

- The application being rejected
- Summary dismissal if you have been selected
- Possible referral to the police or DBS if appropriate

Disability/health

All applicants invited for interview are required to complete a disability declaration as part of the equal opportunities form. If you are successful at the selection process and have been given a conditional offer of employment, you will be asked to complete a medical questionnaire. In line with the 2010 Equality Act we do not ask any health related questions on the application form.

We welcome applications from people with disabilities and we will make every effort to make reasonable adjustments if required.

If you have indicated that you have a disability and provide evidence that you meet all of the essential criteria on the person specification, you will be offered an interview as part of our commitment to the employment of people with disabilities.

Please tell us about any adjustments that would help you apply for this post or carry out the job, if successful.

Timescales

Closing date- the time between the advert appearing and the closing date for the return of application forms is usually 2- 4 weeks. It is in your own interest to complete this form as soon as possible and ensure that it reaches the HR office before the closing date. **Late applications will not be considered.**

Notification dates for interviews are normally published in the advert you receive with the application form. It is in your interest to keep these dates available, as it is usually not possible to arrange interviews and tests on alternative dates.





Additional information

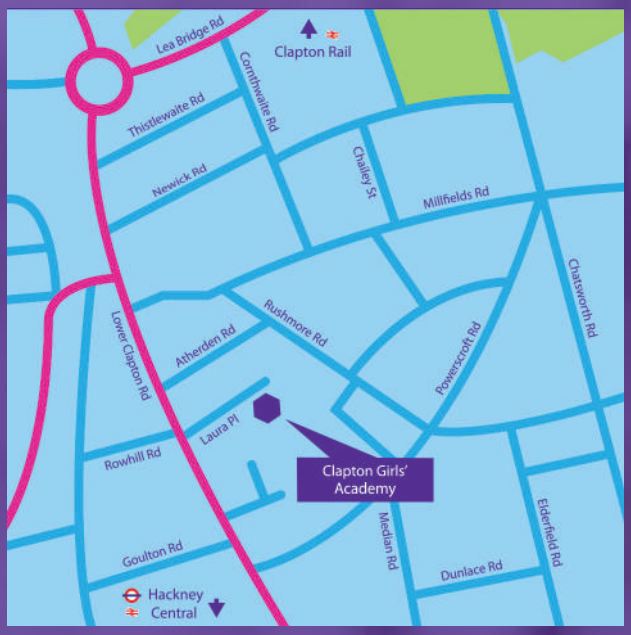
If, after reading this, you have any remaining questions or concerns, please feel free to contact the academy on 0208 985 6641 and ask to be put through to the HR Manager. You can also email: **recruitment@clapton.hackney.sch.uk**

Final note

Please remember to return and complete all parts of this application:

1. Application Form
2. Equal Opportunities Monitoring Form

Thank you for your interest in joining Clapton Girls' Academy



Keep up-to-date with our latest news by following us on social media!

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@ClaptonGA

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