

Applicant information

Thank you for your interest in our school and current job vacancy.

Kew College Prep provides a safe, supportive and nurturing community for our pupils and therefore appointing new staff members is done with these values in mind.

As an educational establishment, we are fully committed to the safeguarding and welfare of children.

We have robust and vigorous safeguarding protocols in place at the school and these are embedded in all that we do. These protocols are included within our recruitment and selection processes. This information document is intended to clearly set out our expected requirements from potential candidates and anyone who intends to submit a job application should read this prior to doing so.

1. Applications

- Applications will only be accepted from candidates completing the Application Form in full. CV's will not be accepted in substitution for completed Application Forms.
- Application Forms must be sent to the person/email address shown in the candidate pack. We reserve the right to not consider applications addressed to any other member of staff or sent to any other email address.
- The Confidential Disclosure document must be completed and submitted with the application form.
- The Equal Opportunity form must be completed and submitted with the application form. Please be advised that the information contained within this form will not be shared with the shortlisting panel
- Kew College Prep reserves the right to close the vacancy early depending on the number of applications received and so early applications are highly recommended.
- All applicants must be able to demonstrate they are eligible to work in the UK.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. 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.
- The successful applicant will be required to complete an application for an Enhanced DBS from the Disclosure & Barring Service and any offer of employment will be conditional upon receipt of a satisfactory Enhanced disclosure.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview (subject to authorisation from the candidate).

References produced by candidates will not be accepted. We may also carry out online searches for those shortlisted.

- 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.
 - 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 referral to the police and/or The Independent Safeguarding Authority (ISA).
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2. Interview and selection

- If you are invited to interview this will be conducted in person and will include assessing of your 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 (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body. For individuals who have qualifications obtained from overseas, formal evaluation from [Enic](#) (formerly Naric) should be provided.
- All candidates invited to interview must also bring with them:
 - photo ID
 - where appropriate, any documentation evidencing a change of name
 - evidence of the candidate's right to work in the UK

Please note that original documents must be seen and verified. Photocopies or certified copies are not accepted

3. Conditional Offer of Appointment and Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory employment references (one of which should be from your most recent employer)
- verification of identity and qualifications
- a Barred List check
- check for Prohibition from Teaching
- a satisfactory Enhanced DBS Disclosure
- verification of professional status (for teaching posts). This includes verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May

1999) where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may require in accordance with statutory guidance.

- verification of medical fitness
- satisfactory completion of a probationary period

4. Statutory requirements

WARNING - Kew College Prep has a statutory responsibility to report to the Police and/or the Independent Safeguarding Authority (ISA) if an applicant or candidate is:

- found to be on The Children's Barred List or the Adults' Barred List, or the Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, their application; or
- is the subject of serious expressions of concern as to their suitability to work with children

If you require any further information concerning this information or the job role, please contact us at recruitment@kewcollegeprep.com

We look forward to receiving your application and hopefully having the opportunity to meeting you in the near future.

Good luck with your application.