



## Information for Applicants – Summer Courses



### About Concord College Summer Courses

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer courses, Concord is run by the school in which it is hosted. It is expected that Concord's Summer Course will reflect and reinforce the values and ethos of Concord College as a whole and of its Main Term provision.

The summer courses are British Council accredited English Language courses run during the months of July and August for students aged 10 to 17 years. Science courses are also run for students aged 10 to 17 years.

All summer course staff are expected to be in sympathy with the Summer Course ethos and actively contribute its aims. Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

### Ethos

The opening of Concord's ethos and aims states:

*'Concord College is an international community committed to high academic standards, dedication and mutual respect. The college provides a safe, modern and friendly environment in which students can fulfil their potential. Students are expected to behave in a way that promotes decency, harmony and trust. They should strive to achieve their best at all times. Staff will support them in this goal'.*

The full Ethos and Aims of the College can be found on the Concord website. All staff are expected to be in sympathy with this and – as far as reasonably possible – to embody it on a daily basis in their dealings with students.

The college brings students together from all around the world. We aim to create a caring and supportive environment for the development of all our students. In this environment, achievement is celebrated and harassment of any kind is not tolerated.

### **Teaching and Pastoral Care**

Concord College is committed to recruiting the most suitably qualified and experienced teachers in their subject areas. Summer Course teachers are well supported by the Director of Studies, SME Coordinator, Assistant Director of Studies, Senior Teacher and senior management team, and have access to a considerable stock of teaching materials.

Some teachers also take on the role of Boarding Parent and have responsibility for a particular group of students in the boarding accommodation in which they are resident, acting as a surrogate parent for the duration of the course.

Good relationships are the key to a happy and successful residential course, so it is important for teachers to get to know the students as quickly as possible, particularly those for whom they have residential care. The students will thrive on being treated with respect, fairness, patience and understanding.



### **Facilities**

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have a new prestigious 22 laboratory science building, a stunning theatre and music school as well as an outstanding library facility. Students eat their meals in the college dining room and select from an array of international cuisine. Special diets are catered for. Most students have individual study bedrooms on campus, with over 80 enjoying en-suite bathrooms. Students have access to a wide variety of on-site facilities including 2 sports halls, squash courts, aerobics room and weights gym, and an indoor heated swimming pool, as well as outdoor facilities including football, athletics, tennis, basketball, volleyball, golf course, footgolf and a high ropes course. In addition to sports facilities, they also have access to music practice rooms, and a large stage, as well as a well-equipped student common room with table football, internet café and disco.

## Activities

Concord Summer Course students are offered a wide range of activities to develop their talents and self-confidence such as sports, outdoor pursuits, art, music and dance. For performers, we have a purpose-built dance studio as well as a theatre for practice and live performances. We show a movie daily, and offer a wide range of other activities including karaoke, seminars and workshops, board games, computer games and other competitions. On-site we offer golf and tennis lessons, sport and outdoor adventurous activities. Off-site we offer horse-riding lessons.



## Safeguarding and Child Protection

Safeguarding and welfare lie at the heart of an effective education. It is expected that students attending the Concord Summer Course will experience the same level of care and supervision enjoyed by students on the Main Term. Indeed, bearing in mind the wider age range of Summer Course students (10-17) as opposed to 13-19 for Main Term, levels of care and supervision need to be considerably higher.

The College has a central role and responsibility in caring for the welfare of its students and in both preventing and protecting our students from abuse. It recognises its statutory duties to pass on these concerns and to work with other agencies in the field of Safeguarding Children. Furthermore, the College strives to meet the Five Outcomes of the government publication, "Every Child Matters" in helping its students to achieve their full potential in terms of: Staying Safe; Being Healthy; Enjoying & Achieving; Making a Positive Contribution; Achieving Economic Wellbeing.

The College will operate safe recruitment procedures and all staff will receive training in child protection.

**Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service.**



## **Recruitment and Selection Procedures Summer Courses**

### **Recruitment Advertising**

Recruitment advertising occurs on the Concord College website, sometimes in the local press and elsewhere as applicable, e.g. the TEFL.com or eteach.com. Colleges offering CELTA and TESOL courses are also contacted to attract good TEFLI candidates and top universities offering degrees and PGCE's in the disciplines relating to the Science, Arts and leisure & recreation roles. Staff who have worked effectively on previous courses are sent invitations to return.

All adverts and job descriptions contain a reference to Child Protection, which is normally worded:

'Concord College is committed to safeguarding and promoting the welfare of children and young people. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.'

### **Recruitment Pack**

All applicants are sent a recruitment pack containing the following:

- Job description/person specification
- Application form (including Employment History section)
- Safeguarding and Child Protection Policy Statement
- Recruitment and Selection Procedures
- Recruitment of Ex-Offenders Policy
- Information about the College and Courses as appropriate

### **Application**

All posts require a Concord College application form to be completed as fully and effectively as possible. The information provided will be used for recruitment and selection purposes only. Please note that the question on date of birth is not discriminatory and is asked to ensure correct identification of the candidate in accordance with the DfES document 'Safeguarding Children and Safer Recruitment in Education'.

- No personally devised CVs can be accepted as an alternative.
- A full employment history is required.
- Any gap/concern in the information provided on the application form will be followed up, preferably before the candidate arrives for interview. If not resolved beforehand, any gap/concern will be thoroughly investigated at interview.
- The application form states 'you will be required to apply for an enhanced DBS check (with barred list information) if an offer of employment is made.'

### **Shortlisting**

Following the closing date all application forms will be carefully read and considered by a Recruitment Selection Panel.

All applicants will be contacted and either be invited for interview or advised that their application has been unsuccessful.

## **References**

References are taken up prior to an offer of employment being made and occasionally at the short-listing stage.

- Two written references are required. One referee must be the applicant's current employer.
- Open 'to whom it may concern' references and testimonials are not acceptable.
- References written by family or friends are not acceptable.
- Telephone/verbal references alone are not acceptable, and must be confirmed in writing. In addition, if there are any follow-up queries by telephone then anything substantial added to the original reference will be formally recorded and the referee asked to confirm that in writing.
- Referees will be asked about an applicant's suitability to work with children and about disciplinary offences (whether current or time expired) and about whether the applicant has been the subject of any child protection allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.
- Referees will be contacted by telephone to obtain confirmation that the reference is genuine.

## **Interviews**

- Interview and visit procedures will vary according to the post, but will normally include a tour of the school, introduction to relevant members of staff. Telephone and Skype interviews are sometimes used, as some suitably qualified and experienced candidates are working overseas at the time of application. In these cases, follow-up interviews are arranged wherever possible.
- Certain interview questions will be agreed in advance and asked of all the candidates (there will obviously be some variation dependent on information provided in the application). During the interview it is likely that an applicant's answers will also lead to some variations in follow-up questions.
- Child protection questions will feature within the interview.
- There will be at least two interviewers involved in the process of interview (but they will not necessarily interview simultaneously). In the case of teachers, ideally one of these will have undertaken training in Safe Recruitment, Selection and Retention of Staff Working with Children & Young People.
- Qualifications will be verified. This involves seeing the original or certified copy of certificates, diplomas, etc, as appropriate. If this is not possible then the successful candidate will be asked to obtain written confirmation of the relevant qualifications from the awarding body. Qualifications may also be checked with the awarding body.
- Identity will be checked. This involves seeing a candidate's passport or photo driving licence, a full birth certificate and, if applicable, any documentation evidencing a change of name (eg. marriage certificate) and a utility bill or financial statement showing the candidate's current name and address. Photocopies are not sufficient.
- The right to work in the UK will be checked and copies of the relevant documentation, eg. passport, will be held in the personnel file of each successful applicant.
- Candidate assessment notes will be taken at interview and a meeting held post interview to discuss the candidates before a decision is taken on the appointment.
- All interview records are securely stored for 12 months after which those for unsuccessful applicants are destroyed.

## Offers of Employment

A verbal offer of employment may follow the interview process provided interviewers have had the opportunity to discuss the candidates.

All offers of employment are subject to the following:

- The applicant providing accurate information. Provision of false information is an offence and could lead to possible referral to the police and/or the DCSF Children's Safeguarding Operations Unit. Applicants should note that College appointments are exempt from the Rehabilitation of Offenders Act and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- **DBS checks.** The procedures laid down by the Disclosure and Barring Service (DBS) are followed. All employees must have an enhanced DBS check (with barred list information), not a standard check, the cost of which is currently met by the College. DBS checks must be completed prior to commencement of employment.

When an application is processed, certificates are sent directly to applicants and the College receives notification by e-mail. All applicants must produce their original certificates to the Human Resources Department on their first working day at the College.

If the certificate contains additional information, the College will be notified by email and will contact the applicant. The College must see the original certificate and discuss matters revealed on the certificate with the applicant directly, before any decision is taken as to whether or not to withdraw an offer of employment. The original certificate will be returned to the applicant and a copy retained on file in accordance with our Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

- Where a candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as the College may require in accordance with statutory guidance (eg. a written report from a local police station confirming that the person has no record and is suitable to work with children). **Overseas police check documents must be provided prior to the commencement of employment.**
- Verification of medical fitness by completion of a medical questionnaire, in order to comply with the Health and Safety at Work Act 1974 and DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training.
- Verification of qualifications (for teaching staff). The status of qualified teachers will be checked using the NCTL on-line service.
- Receipt of at least two satisfactory references and verification by telephone.

## Data Protection

The information provided on the application form will be processed using manual and computer records. The application form will be held on the personnel file of each successful applicant. The application forms of unsuccessful applicants will be destroyed after a period of 12 months.

## DBS Certificate Information

DBS certificate information is kept confidential and communicated on a need to know basis only. Certificates are not placed in the candidate's personnel file but stored separately and securely within a locked cabinet. Certificate information is kept for 6 months in accordance with the DBS Code of Practice. It is then shredded, but the College keeps a record of the date of issue, the name of the subject, the position for which the certificate was requested, and the unique reference number of the certificate.

## Equal Opportunities

All staff involved in the recruitment and selection of staff will treat applicants fairly and make decisions objectively and in line with the College's commitment to equal opportunities by:

- ensuring that no job application or employee receives less favourable treatment on the grounds of age, disability, gender (including gender reassignment), marital or civil partnership status, pregnancy and maternity, race (including colour, nationality, ethnic or national origins), religion/belief or sexual orientation;
- ensuring that all employees are recruited on the basis of ability, qualifications and experience as measured against the job description/person specification.

Concord College welcomes applications for employment from disabled people and is committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people.

### **Recruitment of Ex-Offenders**

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Concord College complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

This policy is made available to all DBS check applicants, as part of the recruitment process.

Concord College is committed to the fair treatment of its staff, potential staff or students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

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.

An enhanced DBS check (with barred list information) is requested for every individual being offered employment at Concord College. This is clearly stated on our job advertisements, application forms and recruitment briefs.

Our application form also requests from applicants details of any criminal convictions, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process. Failure to disclose a conviction which is later revealed by an enhanced DBS check (with barred list information), will result in an offer of employment being withdrawn.

We ensure that all those at Concord College 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, e.g. 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 an offer of employment being withdrawn or termination of employment.

Every subject of a DBS check is made aware of the existence of the Code of Practice and also that a copy is available on request.

We undertake to discuss any matter revealed by a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from obtaining a position at Concord College. This will depend on the nature of the position and the circumstances and background of the offences.