



Application and Recruitment Process

Applications will only be accepted from candidates who complete the Academy's application form in full. **CV's will not be accepted.**

Due to the high volume of applications we receive at the Academy, we regret that we are unable to reply individually to each application. Applicants who have therefore not heard from us by seven working days after the application deadline, must therefore assume they have not been shortlisted for interview.

References

The Academy will seek two references as part of the recruitment process. Information requested from referees will include information relating to performance, disciplinary records, suitability for the role applied for and suitability to work with children. Langdon Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The recruitment process will vary for each role but will always involve at least one interview, alongside other suitable recruitment tasks, as appropriate. We will also carry out the checks below for all appointments:

(a) Pre-employment checks:

In keeping our students safe, all appointments to the Academy will be subject to the following pre-employment checks:

- Receipt of at least two satisfactory references, one of which must be the applicant's current (or most recent) employer. For applicants already working in a school, one reference **must** be from the head teacher;
- Verification of identity, address, right to work in the UK, and qualifications;
- Receipt of a satisfactory enhanced disclosure check from the Disclosure and Barring Service (DBS);
- Prohibition and Barred list checks;
- Verification of medical fitness for the role;
- For teaching posts, verification of successful completion of the statutory induction period.

All roles within the Academy are subject to a six months' probation period.

(b) Criminal records disclosure:

All posts in the Academy involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Accordingly, all posts within the Academy are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as 'spent' must be declared by all applicants. The amendments to the Exceptions Order 1975 (2013) however, provide that certain spent convictions and cautions are 'protected' and 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 Disclosure and Barring Service website.

We recognise that people with criminal convictions face discrimination when seeking employment and therefore, we have procedures as part of the recruitment and selection process to guard against further disadvantage. Any information will be treated in the strictest confidence and you will only be prevented from obtaining employment if we consider applicants have a criminal record that makes them unsuitable for work involving substantial access to children/vulnerable people.

The academy will disregard convictions, which are not relevant to the post being applied for. If a conviction may be relevant, the appointing panel and the Principal will carefully consider the nature of the offence and the requirements of the post. The panel will also look at when the offence occurred and if there is a pattern of related offences. Some serious offences will however, almost certainly prevent the panel from making an appointment.