



Information pack for candidates – Deputy Head



CONTENTS

Letter from the Headmaster

Job Description

Vision 2020

School Priorities 2018-19

Staff Privacy Notice

List of documents required relating to your education/training

Directions to Maidstone Grammar School

Map

List of Acceptable Documents to Prove Eligibility to work in the UK

Lists of ID documents for a Disclosure and Barring Service (DBS) check

Letter from the Headmaster



I would like to thank you for your interest in the Deputy Head position at Maidstone Grammar School. Maidstone Grammar School is a thriving school that performs well academically and at the same time ensures that all students and staff feel part of a close-knit community that is proud of its well-established traditions and history. The School has been judged by Ofsted as Outstanding both the 2008 and 2013 inspections. It has been an honour and privilege being the Headmaster for the last six years and since joining have established a clear vision and direction for the School which can be summarised into four key areas: a centre for academic excellence, a community, a place to feel safe and supported and a school at the heart of a wider community.

In the summer of 2018, A level results were very good achieving 55% A*-B and nearly 80% A*-C. 40% of university applicants achieved a place at a Russell Group/Oxbridge university and just under 60% achieved a place at one of the top 30 universities of the country. At GCSE 37% of all grades were levels 9 to 7 or A*/A and 98% were 9 to 4 or A*-C including Maths and English, with the majority of our students successfully achieving a place in our sixth form.

In addition to aspiring to academic excellence, Maidstone Grammar School also champions the development of service and leadership amongst its students. We desire that all students learn to make a difference in the world with their considerable skills and talents. The extracurricular opportunities at the school are many and varied and we would expect the successful candidate to add to or support those. Maidstone Grammar School has embarked on an exciting development; we are expanding the School taking additional students over the next five years. To support this expansion we are currently completing a three year, four phased building project and recently relaunched our new vertical house structure establishing smaller communities within the much larger MGS community.

Currently the SLT consists of me, two Deputy Heads, two Assistant Heads, the Bursar and my PA. This vacancy arises due to one of the present deputy heads retiring at the end of this academic year. The School is divided into four vertical houses, each house being led by a Head of House who oversees the development of students from years 7 to 13. One deputy head has strategic oversight of the pastoral welfare of the students and the other deputy head has strategic oversight of teaching and learning and how the students progress through the school academically. The two assistant heads have predominately horizontal oversight of elements of the School as well as whole school roles such as CPD, timetable, special educational needs and stretching the most able.

The Deputy Head who is retiring has strategic oversight of the pastoral welfare of the students, acting as the designated safeguard lead, as well as having horizontal responsibility for the sixth form. The successful candidate should have an exemplary record as a leader and a team player and be held in the highest regard at their current school. It goes without saying that candidates should be excellent classroom practitioners with an academic profile which befits the school. It is likely candidates will be seeking Headship in due course. We are particularly seeking candidates who have significant experience in pastoral leadership and expect the candidate to have had much impact at a whole school level in this area but I am not necessarily looking for a like for like replacement such as having responsibility for the sixth form.

In terms of experience, it is important that candidates have managed both the performance of fellow teachers and support staff as well as contributed to successfully planned and implemented change. As a person specification I am looking for someone with integrity, commitment, ambition but most of all credibility.

If you wish to apply please complete the application form provided, together with a letter of application which should be no longer than two sides of A4. In your letter you should outline: any relevant experience to date, your thoughts and values relating to this position and what personally attracts you to this school. **In addition, we would appreciate your thoughts (limited to one side of A4) on any one of the four key aspects of the school's vision and direction.** Please return your application by the closing date of **midday on Friday 16th November 2018**. Interviews will be held during the week of 26th November 2018.

M. Tomkins
Headmaster

Job Description

Job Title: Deputy Head (Pastoral, Student Development & Co-curriculum) L18-22

Reporting to: The Headmaster

Core purpose of the Job:

The purpose of this post is to uphold the values of the school by providing leadership and strategic oversight to ensure the school is a place where one can feel safe and supported.

The post holder will:

- Report to the Headmaster.
- Be a member of the Leadership Group and be required to carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Be responsible for the overall management and leadership of the pastoral welfare of all students within the vertical house structure.
- Provide professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all students.
- Be committed to professional self-development in order to carry out the job successfully.

Leadership:

- To be a member of the Senior Leadership Team of the school.
- To take responsibility for the school in the absence of the Headmaster.
- To act as advisor to the Governors' Management Group B.
- To have strategic oversight ensuring that the school is compliant with all safeguarding regulations.
- To act as line manager to all Assistant Headteachers supporting you with pastoral matters.
- To act as a Performance Appraisal Team Leader.
- To act as line manager to a core group of Heads of Department.
- To advise the Headmaster on school policy on admissions across the entire school.
- To develop and co-ordinate the pastoral elements of the School Development Plan and monitor the completion of these elements.
- To attend Governors Management Group D.
- To oversee the construction of all school policies relevant to the role.
- To support the Headmaster in the strategic developments of the School.
- To act as a coach and mentor to members of the Extended Senior Leadership Team.
- To jointly review and update the School Evaluation processes of the school and to ensure the SEF is completed.
- To have oversight of the strategic development of the Co-Curricular Programme within the school which includes the Challenge@MGS initiative, CAS and our extra-curricular programme.

Management:

- To manage the delivery of welfare systems in school through the four heads of house, including student inclusion, to support the needs of students so that they learn effectively.
- To act as the School's Designated Safeguard Lead
- To act as the School's Racial Monitoring Officer
- To jointly take responsibility for Equal Opportunities for staff and students across the school.
- To oversee the investigation of behavioural complaints for the Headmaster.
- To oversee the work of the three Assistant Headteachers with admissions into each key stage.
- To act as the School's Appeals Representative.

- To line manage the members of staff responsible for enrichment, Challenge@, CAS and extra-curricular activities.
- To line manage the member of staff responsible for student voice and action within the School.

Teaching and Learning:

- To oversee behaviour management strategies in the school by co-ordinating the work of all Assistant Heads.
- To ensure, through the management of Student Support Services, and Heads of House that support for Additional Educational Needs and Special Educational Needs is appropriately deployed across the school, within the limits of available resources.
- To ensure that students' academic progress is properly monitored across the School and that under-performing students are supported and challenged to improve.
- To oversee strategies for maintaining high rates of attendance ($\geq 95\%$), and high standards of punctuality both at School and in lessons.
- To ensure that students are referred appropriately to external agencies.
- To develop appropriate systems and policies in school to secure the welfare of students.

Whole School Responsibilities:

- As part of the Leadership Group, take shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School by working cooperatively with the Headmaster and senior colleagues to ensure high quality teaching and learning, the maintenance of the values of the school and in moving the school forward successfully.
- To participate actively in all major school events and functions (including in the evenings).
- To share the responsibility for providing reasonable senior leadership cover during school holidays
- To take an active part in the assembly programme of the school.
- To oversee the organisation of events within the school.
- To have oversight of the day to day running of the school.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

MGS475 VISION

MGS is a centre for academic excellence

- MGS prides itself on being aspirational and achieving academic excellence.
- A vibrant, enriching and expansive curriculum at all levels that meets the needs of all students and facilitates curiosity.
- A challenging classroom environment that inspires students to learn independently.
- More rigorous assessment and intervention to support continual progress.
- The use of staff and students' electronic devices will be ingrained in the School and integral to both working and learning
- An aspirations programme that is stretching even the ablest of students.
- All students able to access the sixth form.
- All students progressing to their destination of choice when leaving MGS.
- Well-qualified and enthusiastic staff who are keen to learn and develop.
- A purposeful, engaging staff development programme.
- An excellent initial teacher-training programme that supports and encourages staff recruitment.



MGS is a community

- All members of the MGS community are proud to be Maidstonians.
- All stakeholders' aspirations are high.
- Positive relationships amongst all community members.
- An extra-curricular programme that promotes engagement, happiness and well-being.
- Challenge@MGS is thriving within the school, promoting and encouraging students to get involved with the wider life of the School.
- A house competition structure promoting healthy and lively competition amongst the four houses.
- Expansion of the School to take a seventh form of entry has run its course through all years
- New buildings and facilities from the 2016-17 Basic Needs Funding will be completed and being used.
- The MGS Building Plan 475 is on course to be achieved.
- A larger staff body that has high professional standards with a strong sense of community.

MGS is a place to feel safe and supported

- The four houses are well established and have become four homes.
- School to feel like a caring and welcoming second home.
- A larger pastoral team supporting every student in a growing School, whatever their needs.
- Fully compliant safeguarding procedures ensure support for all our students
- Much improved relationships across year groups.

MGS is part of the wider community

- A well-developed and accessible outreach programme, involving students, staff and parents of the School, supports our community partners to achieve improved relationships and influence in the wider community.
- The Parents' Association, Old Maidstonian Society and Development Fund are part of our extended family and make a positive impact on the lives of students, parents and alumni, and help support the School's building and refurbishment projects.
- A well-established online and virtual MGS community.
- Regular opportunities for community partners to visit the School.

School Priorities 2018-19



MGS is a centre for academic excellence:

- 1a To raise the profile of academic excellence across the school.
- 1b To introduce Pre-U GPR into the 6th form curriculum.
- 1c To embed the '4 Pathways' into the 6th form curriculum.
- 1d To restructure the CPD programme with a strong emphasis on teaching and learning.
- 1e To integrate the role of Lead Teacher within the school.
- 1f To achieve 50% 7-9 at GCSE, a Progress 8 measure of +0.2, 60% A*-B at A level and a KS5 VA measure of 0.
- 1g To aspire to achieve 100% of Year 11 being able to access the MGS 6th form.
- 1h To further utilise ALPs and ALPs Connect in supporting the tracking of students' progress.
- 1i To introduce a programme of continuous and effective assessment across the school.
- 1j To further promote the Year 7-10 homework timetable.
- 1k To embed the cycle of department reviews, learning walks and work scrutinies in school.
- 1l To further expand our Initial Teacher Training Programme.
- 1m To introduce the concept of a Super Curriculum in the school which challenges the most able.
- 1n To introduce a Learning to Learn programme in Year 7.

MGS is a Community:

- 2a To fully utilise the new Pavilion and Science and Computing building into the workings of the school.
- 2b To complete Phase 4 of the building plan: the AWP.
- 2c To continue to adjust the workings of the school to accommodate the additional form of entry.
- 2d To develop the legacy space left from the new buildings: (a) library (b) PE office.
- 2e To revise the staff induction programme.
- 2f To continue to expand the House Competition structure in the school, building on the successes from 2017-18.
- 2g To further develop the Challenge@ initiative in the school ensuring that more students are engaged in the wider life of the school.
- 2h To review and audit the extra-curricular programme in the school in order to improve student and staff engagement.
- 2i To monitor staff recruitment and retention, and staff appreciation.

MGS is a place to feel safe and supported:

- 3a To continue to embed the new House structure in the school.
- 3b To embed the restructured SSD into the workings of the school.
- 3c To embed the updated Behaviour Policy into the school.
- 3d To ensure safe compliance with the new Data Protection Regulations.

MGS is a part of the wider community:

- 4a To utilise the MGS Facebook page much more and review the current procedures for communicating news and success stories with the MGS community.
- 4b To develop the concept of the 'MGS Family'

Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Maidstone Grammar School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the SPS Data Protection Officer SPS DPO Services

Email – sps-dpo-services@isystemsintegration.com

The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Safeguarding information, DBS number, Disqualification by Association information
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license and car registration
- Photographs
- CCTV images

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation
- Health, including any medical conditions, sickness records and disability status

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid including necessary deductions
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- To report to the DFE

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Staff records are stored securely in paper files and on the school's secure server.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the Information and Records Management Society's toolkit for schools, available on request from the school office.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with the General Data Protection Regulation, otherwise known as the GDPR) we may share personal information about you with:

- Our local authority, to meet legal obligation
- The Department for Education, to meet legal obligation
- Your family or representatives with written consent, to protect your vital interests
- Educators and examining bodies, to fulfill a contract
- Our regulator, ESFA, to meet legal obligation
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors, to meet legal obligation
- Health authorities, to fulfill a contract
- Health and social welfare organisations, to meet legal obligation such as Riddor reporting
- Professional advisers and consultants, to fulfill a contract
- Police forces, courts, tribunals, to meet legal obligation
- Ofsted, to meet legal obligation

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with the GDPR.

Your rights

How to access personal information we hold about you

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please apply in writing, citing your reasons to the Headmaster.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Headteacher.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Heather Cook in the first instance or in her absence Denise Friend who are lead controllers in the school.

- Heather.cook@mgs-kent.org.uk
- Data Protection Officer - SPS DPO Services
- Email – sps-dpo-services@isystemsintegration.com

This notice is based on the [Department for Education’s model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.

LIST OF DOCUMENTS REQUIRED RELATING TO YOUR EDUCATION/TRAINING & RIGHT TO WORK IN THE UK



**Maidstone
Grammar
School**

Teaching staff

Please ensure you bring with you the following original certificates if relevant:

- Degree certificate
- PGCE certificate
- QTS certificate
- Induction certificate
- Valid Passport

NQT's will also need to provide:

- Evidence that you passed the literacy test
- Evidence that you passed the numeracy test

Support Staff

Please ensure you bring with you:

- Valid Passport
- Original certificates which you have stated on your application form



Barton Road
Maidstone, Kent, ME15 7BT
Tel: 01622 752101
Fax: 01622 753680
Email: school@mgs.kent.sch
Website: mgs.kent.sch.uk

HOW TO FIND MAIDSTONE GRAMMAR SCHOOL

DIRECTIONS FROM THE M25/M26 AND M20

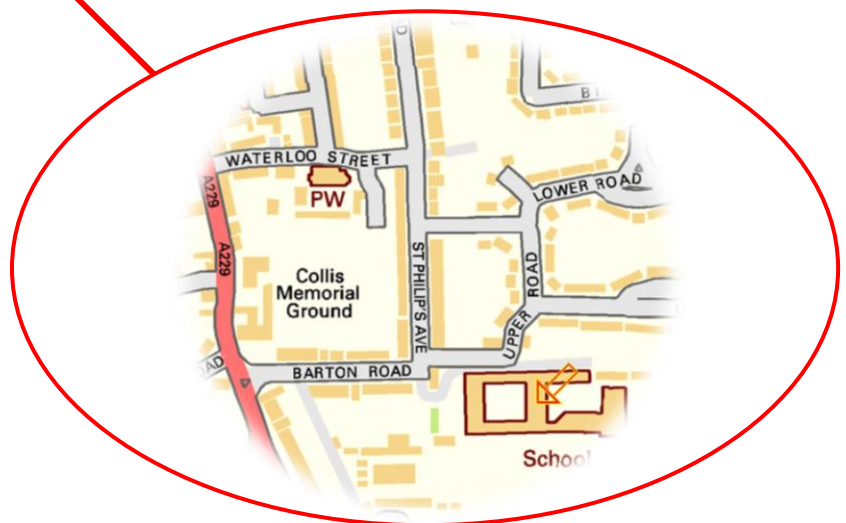
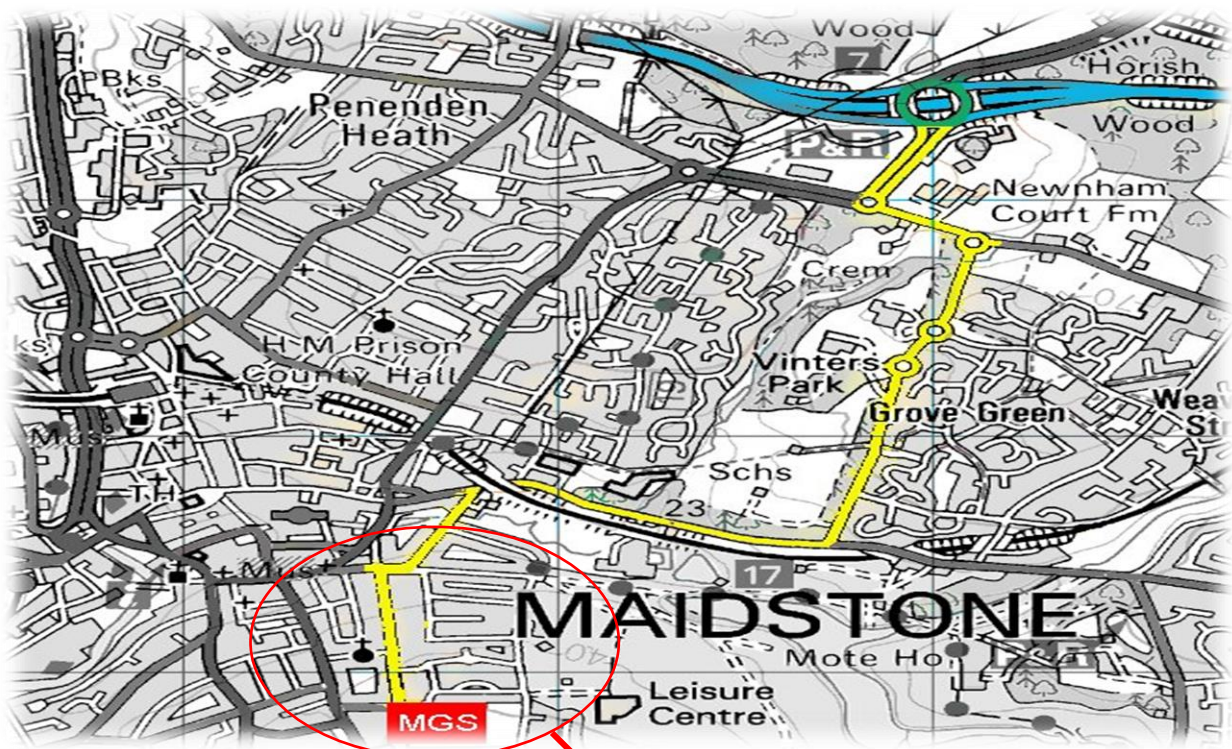
Stay on the M20 until Junction 7. The map (below) shows you how to find us from Junction 7 of the M20, but here are some directions:-

1. As you leave the M20 take the slip road to the roundabout and take the 3rd exit.
2. At the second roundabout (Notcutts Garden Centre is on your left), turn left.
3. At the next roundabout, turn right, this is New Cut Road.
4. Go straight across the 2 mini roundabouts until you come to the Ashford Road traffic lights (T junction) and as far as you can go.
5. Turn right. You will then go along the Ashford Road until you come to a railway bridge across the road.
6. Turn left at these lights down Square Hill Road and follow it to the roundabout at the end.
7. At the roundabout turn right (second exit). A short distance along is a set of pedestrian lights, go past the lights and take the next left into Hastings Road and continue up this road until you come to the sharp right hand bend at the top.
8. Maidstone Grammar School's gates are directly in front of you on the bend, drive in and turn left into the car park.

Total distance from M20 to MGS is about 10 to 15 minutes.

Directions from Google Earth can be found [HERE](#)

Map:



DISCLOSURE AND BARRING (DBS) CHECKS – RELEVANT DOCUMENTS AND ROUTES



The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional) All driving licences must be valid.	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

Group 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

LIST OF ACCEPTABLE DOCUMENTS TO PROVE ELIGIBILITY TO WORK IN THE UK



**Maidstone
Grammar
School**

As an employer, Maidstone Grammar School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK.

You must provide evidence of your right to work in the UK if invited for interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

List A – Acceptable Documents which show an ongoing right to work

1. A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
2. A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
7. A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, **together with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

List B – Documents which show a right to work for a limited period of time

Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

Group 2 – Documents where a time-limited statutory excuse lasts for six months

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months old together with a Positive Verification Notice** from the Home office Employer Checking Service* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

** A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.*