LYDIATE LEARNING TRUST

ENGAGE, ENABLE, EMPOWER

Candidate Information

SELECTION PROCESS HOW TO APPLY:

Please follow the below steps if you wish to apply for this post with Lydiate Learning Trust.

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit, then please email peopleassist@lydiatelearning.org with your request and we will coordinate a mutually convenient date and time to visit.
- Complete the TES quick apply application form fully, ensuring all details are accurate and all declarations are signed.
- Please ensure you provide the names of two professional referees, one of which must be your current and most recent employer (if applicable). If you currently work in a school, one of your referees **must** be the Headteacher.
    - **PLEASE NOTE:** If you are applying for a post that involves working with children or vulnerable adults; and you are not currently working with children or vulnerable adults but have done so in the past, please provide details of the most recent employer of this type of employment.
    - Neither referee should be a Lydiate Learning Trust member of staff or governor/trustee. References cannot be from relatives or from people writing solely in the capacity of friends.
- Please ensure you complete the supporting statement within the application form addressing your experiences so far, what contributions you can make and any areas of strength and expertise you have to offer.
- The supporting statement should be clear, concise, and related to the specific post.
- CVs cannot be accepted.
- There should be no unexplained gaps in career history.

EQUAL OPPORTUNITIES

Lydiate Learning Trust is an equal opportunities employer and provider of services and welcomes applications from all members of the community. Our aim is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, gender, marital status, age, disability, religious beliefs, sexual orientation or employment status.

Your application form and equal opportunities forms will be processed separately. The equal opportunities form will not be available to panel members and will not be used to make recruitment decisions or about your suitability for employment. The information you provide on this form will assist us in monitoring the effects of our equal opportunities policy in recruitment and selection and will help us to develop and improve.

SAFEGUARDING & ENHANCED DBS CHECK

Lydiate Learning Trust is strongly committed to safeguarding and promoting the welfare of students and expect staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS and other relevant checks with statutory bodies.

Post at the Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and any adult cautions or spent convictions that are not protected or defined by the Rehabilitation of Offenders Act 1974(Exceptions) Order 1975 (Amendment) (England and Wales) order 2020.

We comply with the Disclosure & Barring Service (DBS) code of practice. Shortlisted candidates are required to declare any relevant convictions, adult cautions or other matters which may affect their suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to us, and we cannot take these offences into account. Please refer to GOV.UK Telling an employer, university or college about your criminal record

Other sources of advice

If you are unsure whether you need to disclose criminal information, you should seek legal advice, or you may wish to contact Nacro or Unlock for impartial advice.

CRIMINAL RECORD SELF DISCLOSURE

You may be asked for further information about your criminal history during the recruitment process. We will not ask for any criminal records information unless you are shortlisted for interview. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed. Any convictions shared by self-declaration or those listed on a DBS check will be considered on a case-by-case basis.

INFORMATION ON RECRUITMENT CHECKS

Lydiate Learning Trust will undertake pre-employment checks, references will be sought, and online social media checks will be conducted. Any job offer will be conditional on the satisfactory completion of all necessary pre- employment checks, including those as set out in Keeping Children Safe in Education

GENERAL DATA PROTECTION REGULATION

The personal data you provide for this application and otherwise as part of the recruitment process will be held and processed for the purpose of the selection processes of Lydiate Learning Trust and in connection with any subsequent employment, unless otherwise indicated.

The personal data will be initially controlled by Human Resources and will be retained only for as long as is permitted in data protection legislation (General Data Protection Regulation (GDPR)).

Any data processed as part of the recruitment process will be processed in accordance with any relevant data protection regulations and the school's privacy notice.

Further information on how we use data and how long we keep information can be found at Lydiate Learning Trust - GDPR

TEACHER PROHIBITION ORDER AND TEACHER SANCTIONS

We will check for Prohibition Orders and Interim Prohibition Orders for teacher applicants or positions carrying out "teaching work". Further information on teacher misconduct can be found at:

https://www.gov.uk/government/collections/teacher-misconduct

We will check for sanctions imposed by the GTCE (prior to its abolition in 2012). You will be required to disclose if you are subject to any sanctions relating to work with children in any country outside the UK.

SECTION 128 DIRECTION

We will check for Secretary of State Section 128 prohibition from management directions for all applicants for management positions within school.

OVERSEAS CHECKS

If you've lived or worked outside of the UK for 12 months or more in the last 10 years, the school will require additional information in order to comply with 'safer recruitment' requirements. If you answer 'yes' to the question, we will contact you for additional information in due course.

RIGHT TO WORK IN THE UK

The school will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.

By completing an application, you agree to provide such evidence when requested.