Kingsbury Green Primary School

Guidance document for Applicants

(Recruitment Process)

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| A logo of a tree with green leaves  Description automatically generated | **Name of School** | **Kingsbury Green Primary School** |
| **Document Name** | **Guidance notes for Applicants** |
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| **Who reviewed this guidance?** | **Head teacher** |

**Introduction**

Thank you for considering a career at Kingsbury Green Primary School, a welcoming and inclusive primary school located in Brent, London. We extend a warm welcome to passionate educators who aspire to make a positive impact on the lives of young learners. We are committed to providing a safe and nurturing environment for our children and ensuring that our staff members are well-qualified, dedicated, and share our passion for education. Our ethos and culture, wrapped in our values of ***Ambition, Character*** and ***Empathy*** are central to be successful in our school.

This guidance outlines our recruitment process, including pre-employment checks, required documentation from applicants , and our reference verification procedures.

**Recruitment Process Overview**

At Kingsbury Green Primary School, we are committed to creating an environment where both our pupils and staff can excel. Our recruitment process is designed to identify dedicated individuals who share our vision for education. This process aligns with the guidance provided by the Department of Education, particularly the "Staffing and Employment advice for schools" document. We also adhere to the principles of safer recruitment as outlined in "Keeping Safe in Education, Part three: Safer Recruitment”.

**Regulated Activity Requirement**

As the role involves engaging in regulated activity relevant to children, it is important for applicants to note that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. The appointment is subject to satisfactory clearance from full Disclosure of Criminal Records Checks. It is a criminal offence for anyone who is on the Disqualified from Working with Children list or disqualified from working with vulnerable adults or the elderly to apply for or to continue to work in this position.

**Pre-Employment Checks**

To ensure the safety and well-being of our pupils, all applicants will undergo a thorough pre-employment check process. These checks are designed to verify an applicant's suitability for a role at Kingsbury Green Primary School and include:

**Identity:** All applicants must provide evidence of their identity. Examples of such evidence are: Current driving licence (including photograph); Passport; Full Birth Certificate; Two utility bills or statements (from different sources) showing their name and home address; and Documentation confirming their National Insurance number (P45, P60 or National Insurance Card).

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

**Right to work**: Applicants to show evidence of eligibility to work in the UK in accordance with Home Office guidelines. Acceptable documents include a valid passport.

**Enhanced Disclosure and Barring Service (DBS) Check**: All employees, including teaching and non-teaching staff, will be required to complete an enhanced DBS check. This check will reveal any criminal convictions, cautions, or other relevant information. We are committed to ensuring that individuals who pose a risk to children are not employed at our school.

**Prohibition from Teaching Check:** For teaching roles, we will verify that the applicant is not prohibited from teaching. This information will be obtained from the Teaching Regulation Agency (TRA).

**Qualification Verification:** Your qualifications matter to us. Where a qualification has been asked for, applicants are to provide the information required, including levels and grades of any examinations taken. Documentary evidence will be necessary to show if applicant is invited for an interview. Applicants to provide full details of your degrees/diplomas and any other qualifications, including those that they are currently studying for. We will verify the academic and professional qualifications of the applicant. This may include contacting awarding bodies and institutions to confirm the authenticity of certificates and qualifications.

**Provision of Evidence:** Applicants must provide original documents for inspection to confirm their identity, qualifications, and right to work in the UK. Copies will be taken and retained securely in accordance with data protection regulations.

**The Application Process**

**Details of current or most recent employment**: Applicants to give details of their more recent placement or place of employment. teaching placement.

**Previous employment, voluntary work of other activities:** Applicants to describe any other placements/training or employment they have been involved in after education in particular positions in schools they have embarked on e.g., teaching assistant. In this section, applicants are to also specify other work experience placements, holiday jobs, voluntary work and any previous non-teaching employment. It is very important that applicants complete this section in chronological order, and detail accurately any gaps between employment and other activities.

**Personal statement in support of your application**: A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification. This gives applicant the opportunity to detail why they feel they are the best person for the job and they you are applying. Relevant information could include but not limited to experience of communicating effectively written and interpersonal skills and using a range of ICT applications to. We advise applicants to use supplementary vacancy information supplied by the school, such as the job description and/or welcome letter, as a guide.

We accept copies of a curriculum vitae alongside an application form. A curriculum vitae on its own will not provide adequate information.

**References**

We take the process of obtaining references seriously, as it is a crucial part of our safer recruitment process. References provide valuable insights into an applicant's professional conduct and suitability for the role. Here's how we handle reference checks:

**Previous Employment References:** We will request references from your two most recent employers. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. They will also be asked to confirm the applicant's dates of employment, job title/duties, reason for leaving, performance, and disciplinary record.

Where an applicant has limited or no employment history, we may accept character references from individuals not related to the applicant. Please note that family members, friends and relatives are not acceptable referees.

**Gaps in Employment:** We will explore any gaps in your employment history and seek clarification where necessary.

**Verbal References:** We may conduct verbal reference checks in addition to written references to gain a more comprehensive understanding of an applicant's suitability for the role.

**Conditional Offer:** A formal offer of employment will typically be conditional upon the receipt of satisfactory references. This means that your references must meet our requirements before your employment can be confirmed.

Please note that the school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant.

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated, or malicious when assessing your application.

Kingsbury Green Primary School will compare all references with any information given on the Application Form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

**Declaration**

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

You must sign and date your application form to declare that all information is correct.

**Invitation to an Interview**

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children or young people.

For teaching posts only: if you are invited to interview you will be required to demonstrate your teaching by preparing and delivering a trial lesson.

As part of the shortlisting process, the school may carry out an online search as part of due diligence on shortlisted candidates.

**Single Central Register**

Kingsbury Green Primary Schools maintains a single central register of staff appointments, including volunteers and others brought into the schools to provide additional teaching or instruction (such as sports coaches), supply staff and governors in accordance with the recommendations and guidance of the DfE.

**Recruitment Panel**

In accordance with best practice and whenever reasonably practicable, Kingsbury Green Primary School will appoint one Senior Member of Kingsbury Green Primary School to Chair the Selection Panel and lead the recruitment process.

At least one member of a Selection Panel will be trained in Safer Recruitment as required by School Staffing (England) Regulations (2009).

**Data Protection and Confidentiality**

All personal information provided during the recruitment process will be handled in accordance with data protection regulations. Information will be stored securely and accessed only by individuals involved in the recruitment process. Once the recruitment process is complete, all personal information will be retained or disposed of in line with our data retention policy (GDPR).

**Receiving an offer**

The receipt of satisfactory references and the appropriate Enhanced Disclosure, and/or its equivalent for an overseas applicant, must be completed before the conditional offer of appointment can be confirmed.

If the offer is accepted and the above conditions set in this document are satisfied, the applicant will be issued with Kingsbury Green Primary School Contract of Employment as confirmation of employment. This will also include the agreement of a mutually acceptable start date.

The contract will include Kingsbury Green Primary School’s standard terms and conditions of employment which will need to be read thoroughly before signing.