

## GUIDANCE NOTES FOR APPLICATIONS

***Thank you for expressing an interest in joining our school or Children's Home. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are planning to fill. We hope you will find this information useful and we look forward to hearing from you.***

### Making an Application

#### Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history since leaving school giving day, month and year, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc) again giving exact dates.

You will note that we require details of two referees, one of which must be your current or, if not, your most recent employer.

CVs are not accepted as part of the application process.

#### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

**Please remember to sign the declaration on the final page of the application form.**

**For teaching posts**, in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) setting out your experience of teaching and learning and what impact your contribution would make in terms of raising standards at our school.

**Please return your completed application form to:**

**The Walnuts School  
Admiral Drive, Hazeley  
Milton Keynes MK8 0PU**

**The closing date for applications is:**

**Tuesday 27<sup>th</sup> November 2018 at 9AM**

### Interview and Selection Process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

**Interviews are scheduled to take place on:**

**Monday 10th December 2018**

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

### Induction and Continuous Professional Development

The Headteacher and school governing body are committed to ensuring your well being and continuous professional development in this role. On appointment the headteacher will discuss an appropriate induction programme with you which will help familiarise you with the culture of the school, local practices and policies.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Support staff employees new to Milton Keynes Council will be subject to a probationary period of 6 months.

## Pre-employment Checks

### References

If you are shortlisted we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, sickness absence record, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

### Disclosure & Barring Service (DBS) Check

Employment at this school and the Children's Home is subject to an enhanced check with the Disclosure and Barring Service (formerly CRB). Checks will also be made against the Protection of Children List (PoCAL) and the Department of Education and Employment List 99. All such checks must be satisfactory **before** we confirm any offer of an appointment.

Under the Rehabilitation of offenders Act 1974 (Exemption Amendment) Order 1986, there are a number of jobs where we must take account of convictions even though they are 'spent'. All posts at this school are regarded as such. However, spent and/or unspent convictions may not necessarily make you unsuitable for appointment.

### Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

### Medical Assessment

A satisfactory medical assessment will be required **before** we confirm any offer of an appointment.

## School Policies

### Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

### Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about the attitude or actions of colleagues.

### Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils.

The school governors and headteacher regard everyone working at our school as a role model for our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

### Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

**Full details of all these policies are available in school.**

## ***Safeguarding of Vulnerable Groups, including Children***

**Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including children.**

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.
2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post). Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.
3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to 'disqualification by association' legislation which is set out in the DFE's 'keeping children safe in education' guidance.
4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.
5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer to discuss the details of your record.
6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes; it will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.