

ROUNDSWELL COMMUNITY PRIMARY ACADEMY



**SAFER
RECRUITMENT
POLICY**

Date Adopted: Propose September 2019

Author/owner: Tarka Learning Partnership Board of Directors

Anticipated Review: September 2022

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1. Aims of the policy

The aim of this policy is to ensure that a fair and legal recruitment procedure is in place which promotes the safeguarding and welfare of children and young people. When a vacancy arises, the academy will recruit the most suitable person regardless of sex, marital status, nationality, race, religion or belief, age, sexual orientation or disability.

2. Introduction

The consequences of poor recruitment and selection practices resulting in the wrong appointment include risks to children and young people, poor job performance, higher staff turnover, increased workloads on those staff remaining, and staff retention issues.

The academy's recruitment and selection process aims to establish systems which are

- **Effective** – attracting the best possible applicant to the vacancies and distinguishing accurately between the suitable and unsuitable,
- **Fair** – maintaining the academy's good name with both existing and potential employees by acting fairly, honestly and courteously
- **Legal** – ensuring that the spirit and the letter of the law is adhered to
- **Efficient** – providing high-quality candidates cost effectively
- **Safer Employment** – providing a safer environment for children; deterring prospective applicants unsuitable for work with children and enabling the academy to identify and reject applicants unsuitable to work with children

3. Delegation of Responsibilities

3.1 Appointment of Head Teacher

The Governing Body led by the CEO of Tarka Learning Partnership is responsible for the appointment the Head Teacher. The recruitment panel will recommend the appointment of the successful candidate to the full governing body for approval.

3.2 Appointment to Posts on the Senior Leadership Team:

The Head Teacher will lead the process in consultation with the Governing Body. There will be a minimum of two Governors on the selection panel.

3.3 Appointment of Teaching Staff, including TLR/SEN posts:

The Head Teacher will lead the process in consultation with the Leadership Team. A minimum of one governor will be invited to participate in the selection procedure.

3.4 Appointment of all other staff

The Head teacher will lead in determining all staff appointments outside of the leadership group but may delegate the recruitment of support staff to another member of the Senior Leadership Team. Line managers for the category of staff will be expected to participate in the selection process

3.5 Supply Staff

The Head Teacher will meet with all prospective supply teachers before engaging them to work within the academy. Supply teachers will not be engaged until the following checks have been satisfactorily undertaken: - Identity, qualifications, right to work in the UK, Enhanced DBS including list 99 and References.

3.6 Students and Volunteers

A senior teacher has responsibility for managing students and volunteers under the academies policy for students and volunteers in school.

Procedures

4. Deciding whether to fill a vacancy

When a vacancy arises, the academy will consider whether or not it is necessary to recruit a direct replacement, taking into account the Academy's Improvement Plan and the Academy's agreed Staffing Structure. Considerations may include:

- is the job still needed in its present format, is a re-organisation of the staffing structure a necessity/possibility?
- what are the school's curriculum needs?
- is there sufficient money in the budget for the post in its current format?
- what are the implications of not filling the vacancy?
- would it be better to reallocate tasks to others?
- are any changes to the job role anticipated which will require additional or different skill sets and will they have any salary/grade implications?
- does the job have an uncertain future - should we be making a temporary or fixed-term appointment? Or does the post need to be filled on a temporary basis pending recruitment at a later date for some other reason?

5. Identification of Appointment Panel

Once a decision has been made to recruit, the Head Teacher will decide who will lead the recruitment process and identify the appointment panel. The academy will ensure at least one member of the appointment panel has successfully completed Safer Recruitment Training.

6. Application Information

The member of the appointment panel leading the process is responsible for writing/reviewing the

- Job Description
- Person Specification – for all teaching posts and for support staff where the post is paid at Grade E or above

This is done in consultation with the Senior Leadership Team and/or the Governing Body with due regard to legal and fair criteria

7. Inviting Applications

The appointment panel will decide upon the most appropriate media for recruitment to the vacancy. Adverts for all posts will clearly stipulate the safeguarding stance adopted by the Academy and will include the following statement: -

The Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS disclosure is required.

The academy will, when possible include the intended date for interview within the original advert.

Recruitment documents will be made available for prospective applicants to download from our website and include the ability to submit application forms electronically or by post. Paper copies will be made available upon request.

Prospective applicants will be supplied with the following: -

- Application form (Appendices 1 & 2)
- Job Description
- Person Specification – where applicable
- School Prospectus

All prospective applicants must complete the application form in full.

8. Applicant Short-Listing

The short-listing of candidates will be undertaken by the appointment panel against the person specification for the post. Notes will be taken during this process and retained.

The use of telephone interviews for the selection of candidates to attend an interview may be used where there are a number of candidates who meet the specification for the post. Detailed notes will be kept of any interviews conducted in this way.

The format of the interview day will be decided and a selection process document drawn up to be sent to short-listed candidates.

Candidates will be notified by letter but may be contacted initially by email or telephone. Details of the selection process and any tasks required will be notified at this time.

Applications from candidates not selected for interview will be retained together with any short-listing notes for a period of 6 months then destroyed in the confidential waste.

Feedback to candidates who have not been short-listed will not be given

9. References

References will be taken up prior to interview where possible. However, should an application progress to interview prior to receipt of references their appointment would be subject to satisfactory references being obtained.

References will be sought directly from the referee using the Academy's Reference Pro-forma (appendices 3 & 4). References or testimonials provided by the candidate will not be accepted. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any discrepancies in the application form. A detailed note of any such exchanges will be kept.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children
- The candidate's suitability for this post.

Employees are entitled to see and receive, if requested, copies of their employment references.

10. The Selection Process

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require a face to face interview of the short-listed candidates (this may be via a visual electronic link).

Candidates will have to provide:

- proof of identity
- evidence of qualifications
- eligibility to work in the UK

Candidates will be required to:

- explain satisfactorily any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the interviewer
- to declare any information that is likely to appear on a DBS check
- demonstrate their capacity to safeguard and protect the welfare of children and young people
- sign a Declaration of Criminal Record and Other Relevant Information form

11. Making the decision to recruit

Panel members should make notes during the interview on the Interview proforma being used. Panel members should be aware that under the Data Protection Act 1998, candidates may have access to these notes. At the end of the process they should share their observations with other panel members and discuss their reasons for reaching their decisions. Notes taken during the selection process should be collated and matched against the criteria set out in the person specification. This discussion should result in a jointly agreed decision for each candidate and in the case of teaching appointments recorded on the Candidate Evaluation Form.

After making a selection, references should also then be examined as a means of confirming the panel's decision. An appointment should only be made where the references confirm the candidate's suitability and there are no outstanding disciplinary proceedings or allegations. If the references are not satisfactory, there will be a need to follow them up and seek clarification

If the panel is not able to decide on a candidate because of lack of suitability, the post should be re-advertised

12. Informing the Successful Candidate

The successful candidate may be given an oral offer at the end of the selection process. This should be followed up by letter as soon as possible. It is important to be very clear about the conditions upon which the offer is made, e.g. subject to medical clearance, receipt of satisfactory references, proof of qualifications, criminal records checks, eligibility to work in the UK.

13. Informing Unsuccessful Candidates

Unsuccessful candidates should be informed as soon as possible and the best way of doing this is by telephone. They should normally be offered the opportunity to discuss their performance in the selection process if they wish and constructive feedback provided.

14. Pre-Employment Checks and Documentation

The following checks will be carried out on all employees

- receipt of two satisfactory references
- two documents to verify of the candidate's identity – one should be photo ID
- a list 99 check
- a satisfactory enhanced DBS disclosure
- Self-Declaration form – Disqualification by Association
- verification of the applicant's medical fitness
- verification of qualifications
- verification of professional status where required
- evidence of the right to work in the UK

The following documentation will be provided to all new employees upon appointment

- Letter of Offer of Employment
- Statement of Particulars
- Staff Handbook
- Safe Working Practice for Protection of Children and Staff in Education
- Job Description
- Attention drawn to and access provided to all policies via the academy's IT system, website, and policy stand.

15. Induction

All members of staff who are new to the academy will receive a programme of induction as per the academy's Induction Policy. All induction programmes specifically address issues concerning the safeguarding of children and young people and safe working practices as well as matters directly related to the operation of their post and health and safety matters.

A record of an employee's induction programme is maintained on their file.

16. Probationary Period

All new employees will be subject to a probationary period in accordance with the Statement of Particulars. Any concerns by the employer that an employee may not meet the standards required to satisfactorily complete their probationary period must be raised with the employee at the earliest opportunity.

17. Central Record of Checks

In addition to various staff records kept in school, a single central record is maintained which contains details of checks of

- All staff who are employed to work at the school
- All staff who are employed as supply staff, peripatetic or contracted staff
- All other who have chosen or been chosen by the school to work in regular contact with children, this will cover volunteers and governors.

18. Rehabilitation of Offenders Disclosure

All posts within the Academy are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and required to have an Enhanced DBS disclosure carried out upon appointment to their post.

The following documents form appendices to this policy and can be found as follows: -

Appendix 1 – Application Form Teachers

Appendix 2 – Application Form Support Staff

Appendix 3 – Reference Pro-Forma Teaching Staff

Appendix 4 – Reference Pro-Forma Support Staff

Appendix 5 – Candidate Evaluation Form Teachers

Appendix 6 – Declaration of Criminal Record and Other Relevant Information

TARKA LEARNING PARTNERSHIP

Job Application Form

Teaching Posts

Confidential



Name of Setting	<i>Insert logo here</i>

Information for Applicants:

Please complete this form in **black ink** or **type** in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we **cannot accept CVs**.

Please return your completed form to:

The deadline for receipt of completed applications is:

Details of Post Applied For:

Job Title

Job Reference Number (if any)

Please confirm the date you would be able to start work, if successful

Personal Details:

Title

First Name(s)

Surname

Date of Birth¹

¹ The Board of Directors complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided.

If you have previously been known by another name, please specify:				
Address				
Contact Details		Please only include contact numbers or email addresses that you are happy for us to use.		
		Daytime Contact Number:		
		Evening Contact Number:		
		Mobile Number (if different):		
		Email Address:		
National Insurance Number				
DfE Registration Number				
Do you hold Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status?		YES	NO	If yes, please confirm below whether you hold QTS or QTLS and the date it was awarded:
Do you currently have the right to work in the UK?		YES	NO	If no, please specify your circumstances below:

Education and Qualifications:			
Please also include any relevant professional qualifications.			
Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

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Membership of Professional Bodies:

Name of Professional Body	Membership Status	Date Membership Commenced

Professional Development:

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Details of Present or Most Recent Teaching Appointment:

Post Held						
Responsibilities Held (If Applicable)						
Dates Employed From and To (Month/Year)						
School Name and Address						
Pupils	Number on Roll:		Age Range:		Gender / Mixed:	

Name of Local Authority (If Applicable)		Type of School (Community, Aided, Independent, Academy etc)	
Salary Details	Scale, e.g. Main Scale:		Salary Point:
	Alternatively, please quote annual salary if you are/were not on national pay scales (if part-time, specify the FTE):		£
	Additional allowances (state type and annual value):		
	Total annual salary (if you are part-time, specify FTE):	£	
Reason for Leaving			

Previous Teaching Appointments:

Please give details of **all previous teaching appointments** you have undertaken, starting with the most recent. Details of employment undertaken outside of teaching, and any other gaps in employment, should be recorded on page 7.

	School/College/Employer Details	Post Details	Dates Employed and Reason for Leaving
1.	School Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	
			Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
2.	School Name:	Title of Post:	From (Month/Year):
			To (Month/Year):

School/College/Employer Details		Post Details	Dates Employed and Reason for Leaving
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
3.	School Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	
4.	School Name:	Title of Post:	From (Month/Year):
			To (Month/Year):
	Type of School and NOR (approx.):	Responsibilities Held (if applicable):	Reason for Leaving:
	Local Authority (if applicable):	Additional Allowances (type/value):	
	Pupil Age Range / Gender:	Key Stage / Pupil Age Range Taught:	

Other Employment:

Please give details of any **other periods of employment** you have undertaken which you have not included on page 4, starting with the most recent. Any gaps in your employment and/or training and education history will be explored with you if you are called for interview. Please use a continuation sheet if necessary.

Employer's Name and Address	Dates Employed From and To (Month/Year)	Position Held	Salary and Benefits	Reason for Leaving

Periods When Not Working:

Please give details below of any voluntary work you have not detailed elsewhere in your employment history, or reasons for other periods of time when you have not been employed since leaving secondary education.

Date From (Month/Year)	Date To (Month/Year)	Reason
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Statement of Application:

You are invited to provide further information in support of your application. Please make full use of this section and continue on additional sheets if necessary. Please refer to the person specification for the post and also include:

- The reasons why you are applying for this post;
- The personal qualities and experience that you feel are relevant to your suitability for the post;
- Key responsibilities and achievements in your present or most recent job which are relevant to this application;
- Details of any relevant interests or activities. **(Maximum 2 pages A4)**

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Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. If you are a Newly Qualified Teacher, one referee **must** be your college tutor.
- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal. If you are a serving (or ex) Headteacher or Principal, your referee should be the Chair of the Governing Body.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	

In what capacity do you know the referee?		In what capacity do you know the referee?	
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Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from people with disabilities. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

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Candidates who are invited for interview will be asked in the invitation letter if they require any adjustments to be made to the interview or other selection activities.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS) check. You are required to declare **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred and including those regarded as 'spent', as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Please answer the following questions:

Please answer YES or NO below:

Have you ever received a conviction, caution or bind-over and/or are you the subject of a current police investigation or have criminal proceedings pending against you?	
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Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?	
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It is a criminal offence for barred individuals to seek, or to undertake, work with children.
If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Declaration of Relationships:		Please answer YES or NO below:	
Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the Tarka Learning Partnership or a member of staff or governor of the school?			
If yes, please provide below his/her name and role, and state your relationship:			

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	
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If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification. The Academy only provides feedback to those candidates who are interviewed.

Retention of Application Forms: It is the School's policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box

Equality Monitoring Form

The School aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will **not** be shared with the selection panel. Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No


Ethnicity: Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Any other Asian background (specify if you wish):	<input type="checkbox"/>
Black, Black British, Black English, Black Scottish or Black Welsh:	
African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black background (specify if you wish):	<input type="checkbox"/>

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Chinese	<input type="checkbox"/>
Any other ethnic background (specify if you wish):	<input type="checkbox"/>
Mixed:	
White and Asian	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Black Caribbean	<input type="checkbox"/>
White and Chinese	<input type="checkbox"/>
Any other Mixed background (specify if you wish):	<input type="checkbox"/>

White:			
British	<input type="checkbox"/>	Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>	Welsh	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Any other White background (specify if you wish):	<input type="checkbox"/>

Ref No. (For Office Use Only)

<p>TARKA LEARNING PARTNERSHIP</p> <p>Job Application Form</p> <p>Non-Teaching Posts</p> <p><i>Confidential</i></p>		
<p>Name of Setting</p>		<p><i>Insert logo here</i></p>

<p>Information for Applicants:</p>	
<p>Please complete this form in black ink or type in the spaces provided. If you need more space than is provided, please continue on an additional sheet of paper. Please note that we cannot accept CVs.</p>	
<p>Please return your completed form to:</p>	
<p>The deadline for receipt of completed applications is:</p>	

<p>Details of Post Applied For:</p>
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Job Title	
Date you are available to start work	

Personal Details:			
Title (e.g. Mr/Mrs/Miss/Ms/Dr)		First Name(s)	
Surname		Date of Birth ²	
Address			
Contact Details	Please only include contact numbers or email addresses that you are happy for us to use.		
	Daytime Contact Number:		
	Evening Contact Number:		
	Mobile Number (if different):		
	Email Address:		
National Insurance Number			
Do you currently have the right to work in the UK?	YES	NO	If no, please specify your circumstances below:

Current or most recent Employment / Voluntary Work:	
Name and Address of organisation	

² The Board of Directors complies with the Equality Act 2010 and does not discriminate against job applicants on the grounds of age. Date of birth and other key dates are requested of applicants to meet the recommendations of the DfE statutory guidance "Safeguarding Children and Safer Recruitment in Education" (ref: DfES2006); these are used for identification purposes and to verify that a full education and employment history has been provided.

Job held	
Date of appointment	
Salary / Pay Rate	
Brief summary of duties and responsibilities	
Are you currently employed in this post?	
Length of notice required?	
Reason for Leaving (if applicable)	

Education and Qualifications:

Name of Institution (e.g. School, College or University)	Dates Attended		Courses/Subjects Taken and Examinations Results or Award
	From (Month/Year)	To (Month/Year)	

Training relevant to this post

Please give details of any courses undertaken which you have not already detailed and which you consider to be relevant to this application.

Course Title	Course Provider	Dates Attended		Award (if any)
		From (Month/Year)	To (Month/Year)	

Employment History including periods when not working

Please give a history of **all previous employment, including periods when not working in date order**, starting with the most recent. You must list **ALL** employment, career breaks and periods of unemployment, education & voluntary work since leaving secondary education. Please use additional sheet if necessary.

Employer's / Organisations Name and Address	Employment Dates (month/year)		Your role	Reason for Leaving
	From	To		

Employer's / Organisations Name and Address	Employment Dates (month/year)		Your role	Reason for Leaving
	From	To		

Statement of Application:

With this application form, you will have received a person specification describing the skills and attributes we require for the job for which you are applying. Please take this opportunity to explain how you meet the requirements of the job. You may also include the reasons why you are applying for this post; any personal qualities and experience you possess that you feel are relevant for the post; key responsibilities and achievements in your present or most recent job which are relevant to this application and details of any relevant interests or activities.

Referees:

- References will only be sought for shortlisted candidates. **It is our policy to obtain references prior to interview. If you have concerns regarding this, please contact us.**
- The first referee provided **must** be your present or most recent employer, unless you have not been in employment before. If you are not currently working with children but have done so in the past, your second referee **must** be that employer. If you are a student one referee **must** be your college tutor.

- If any of your references relate to your employment at a school or college your referee **must** be the Headteacher or Principal.
- If you are currently working with children, your present employer will be asked about any disciplinary offences relating to children (whether current or time expired), whether you have been the subject of any substantiated child protection concerns and, if so, the outcome of these investigations. If you are not currently working with children but have done so previously, these issues will be raised with your former employer.
- Please do not name relatives or people acting solely in their capacity as friends as referees.
- **Other previous employers may also be approached for information, prior to interview, to verify details on your application form, such as particular experience or qualifications.**

Referee 1		Referee 2	
Title (Miss/Mr etc)		Title (Miss/Mr etc)	
Name		Name	
Occupation		Occupation	
Address		Address	
Tel. Number		Tel. Number	
Fax Number		Fax Number	
Email Address		Email Address	
In what capacity do you know the referee?		In what capacity do you know the referee?	

Reasonable Adjustments to the Shortlisting Process:

The School welcomes applications from people with disabilities. Please indicate in the box below if there is anything that we need to do, or take into consideration, to ensure that the shortlisting process is fair in relation to a disability.

Declarations:

This post is **exempt from the Rehabilitation of Offenders Act 1974**. If you are appointed you will be required to undertake an Enhanced Disclosure & Barring Service (DBS). You are required to declare **any** convictions, cautions and bind-overs you may have, regardless of how long ago they occurred and including those regarded as 'spent', as well as any pending criminal proceedings or current police investigations. Having a criminal record will not necessarily prevent you from taking up appointment; this will depend on the nature of the offence(s) and their relevance to the post you are applying for. However, should you **not** declare any of the above and this is subsequently revealed, e.g. through the DBS check, then this may place your appointment in jeopardy.

Please answer the following questions:

Please answer YES or NO below:

Have you ever received a conviction, caution or bind-over and/or are you the subject of a current police investigation or have criminal proceedings pending against you?	
--	--

Are you on the Children's Barred List (previously List 99 and PoCA list) or have you ever been disqualified from working with children or been subject to any sanctions imposed by a regulatory body (e.g. General Teaching Council, Teaching Agency)?	
--	--

It is a criminal offence for barred individuals to seek, or to undertake, work with children.
If you have answered 'YES' to either of the above, please provide **further details on a separate sheet in a sealed envelope marked 'CONFIDENTIAL'**.

Declaration of Relationships:

Please answer YES or NO below:

Are you related to, or do you have a close personal relationship with, any elected member or senior officer of the Tarka Learning Partnership or a member of staff or governor of the school?	
---	--

If yes, please provide below his/her name and role, and state your relationship:

I declare that the information I have given on this form is correct. I understand that providing false or misleading information is an offence which could result in my application being rejected, or, in the event of employment being obtained, may result in disciplinary action being taken, up to and including summary dismissal. It could also result in a referral to the police. I understand that my application form will be retained on file for a period of six months (or transferred to my personnel file in the event that my application is successful) and give my consent for the personal data supplied to be used for the purposes of recruitment and selection.

Signature of Applicant		Date	
------------------------	--	------	--

If you have submitted your application electronically, you will be asked to sign your application form in the event that you are shortlisted and called for interview.

Thank you for your application. Please enclose a stamped addressed envelope if you require acknowledgement of its receipt. Otherwise, in the interest of public economy, only shortlisted applicants will receive further notification. The Academy only provides feedback to those candidates who are interviewed.

Retention of Application Forms: It is the Academy's policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed. If another suitable vacancy arises during that period which we think might suit your skills and experience, we may contact you to make you aware of the vacancy. If you **do not** wish us to use your application form in this way, please tick this box

Equality Monitoring Form

The School aims to select staff on merit, irrespective of race, sex, disability, age or other protected characteristics. In order to monitor the effectiveness of the School's Equality Policy and recruitment procedures, we ask that all applicants complete this form and return it with their application. In accordance with the Data Protection Act 1998, the information provided will only be used for the purposes of equality monitoring and to inform improvements to our policies. The form will be separated from your application upon receipt and will **not** be shared with the selection panel. Thank you.

Post Applied For:		Where did you see this post advertised?	
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Please tick whichever boxes apply. If you prefer not to provide certain information, please leave the box blank.

Gender: Female Male

Age: 16-24 25-34 35-44 45-54 55-64 65+

Disability: Do you consider yourself to have a disability? Yes No

Ethnicity: Please tick **one** category below. The categories are based on the population census.

Asian, Asian British, Asian English, Asian Scottish or Asian Welsh:	
Bangladeshi	<input type="checkbox"/>
Indian	<input type="checkbox"/>

Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh or other ethnic group:	
Chinese	<input type="checkbox"/>
	<input type="checkbox"/>

Pakistani	
Any other Asian background (specify if you wish):	
Black, Black British, Black English, Black Scottish or Black Welsh:	
African	
Caribbean	
Any other Black background (specify if you wish):	

Any other ethnic background (specify if you wish):	
Mixed:	
White and Asian	
White and Black African	
White and Black Caribbean	
White and Chinese	
Any other Mixed background (specify if you wish):	

White:			
British		Scottish	
English		Welsh	
Irish		Any other White background (specify if you wish):	

Ref No. (For Office Use Only)

Appendix 3

TARKA LEARNING PARTNERSHIP

CONFIDENTIAL-TEACHER REFERENCE REQUEST

Reference request for:	
Completed by:	
Name of your organisation:	

Your position in organisation:			
Name of employee's current employer:			
Dates of employment:	From:	To:	
Job title:			
Key responsibility:			
Reason for leaving:			
Would you re-employ this person in the same or similar capacity in the future?		Yes	No
If no state why:			

NB. If this is being completed as a personal or educational reference rather than employment reference, please complete the remainder of the form to your best ability.

Key to grades: Encs: Person Specification + Job Description.

1 = Excellent 2 = Good 3 = Satisfactory 4 = Inadequate

ATTRIBUTE	GRADE	COMMENTS
Has high expectations of pupils		
Has a good knowledge and understanding of learning styles		
Ability to improve their own teaching by evaluation: is a reflective practitioner		
Has ability to work effectively in a team		
Is able to use a variety of positive behaviour strategies		
Communicates effectively		
Demonstrates professional commitment e.g is well prepared, organised, able to use initiative		
Can establish a purposeful working environment		

Please give details, including any dates, of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current, this should include any issues related to the safety and welfare of children/young people, including any in which the disciplinary sanction has expired and the outcome:

Please give details, including dates, of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns e.g. whether the allegation or concerns were investigated, the conclusion reached and how the matter was resolved.

How has the applicant demonstrated a commitment to personal and professional development during the past 2 years?

How many days of sick leave has the applicant taken in the last 2 years?

Suitability

Having read the job description and person specification are you satisfied that the person has the ability and is suitable to undertake the job	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If no please state why:

Is there any additional information you would like to give us that may be relevant to this person's application?

Please return by e-mail to with a signed copy to Roundswell Community Primary Academy C/O Landkey Road, Barnstaple, Devon, EX32 9BW

Name: _____ Signature _____

(BLOCK CAPITALS)

Date: _____

- You are reminded that you have a responsibility to ensure that the reference you have provided is accurate and does not contain any incorrect information or omissions.
- The relevant factual content of the reference may be discussed with the applicant
- Thank you for completing this form.

Appendix 4

TARKA LEARNING PARTNERSHIP

CONFIDENTIAL- SUPPORT STAFF REFERENCE REQUEST

Reference request for:			
Completed by:			
Name of your organisation:			
Your position in organisation:			
Name of employee's current employer:			
Dates of employment:	From:	To:	
Job title:			
Key responsibility:			
Reason for leaving:			
Would you re-employ this person in the same or similar capacity in the future?	Yes	No	
If no state why:			

NB. If this is being completed as a personal or educational reference rather than employment reference, please complete the remainder of the form to your best ability.

Key to grades:

Encs: Person Specification + Job Description.

1 = Excellent

2 = Good

3 = Satisfactory

4 = Inadequate

ATTRIBUTE	GRADE	COMMENTS
Has high expectations of themselves and others		
Has ability to work effectively in a team		
Has ability to communicate effectively		
Demonstrates Professional Commitment e.g is prepared, organised and able to use initiative		
Is warm, friendly, approachable and establishes good relationships with others		
Can establish a purposeful environment		
Has the ability to carry out the duties outlined in the Job Description		
Is punctual and presents a professional image :		

Please give details, including any dates, of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current, this should include any issues related to the safety and welfare of children/young people, including any in which the disciplinary sanction has expired and the outcome:

Please give details, including dates, of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children, and the outcome of those concerns e.g. whether the allegation or concerns were investigated, the conclusion reached and how the matter was resolved.

How has the applicant demonstrated a commitment to personal and professional development during the past 2 years?

How many days of sick leave has the application taken in the last 2 years?

Suitability

Having read the job description and person specification are you satisfied that the person has the ability and is suitable to undertake the job

Yes

No

If no please state why:

Is there any additional information you would like to give us that may be relevant to this person's application?

Please return by e-mail to with a signed copy to Roundswell Community Primary Academy C/O Landkey Road, Barnstaple, Devon, EX32 9BW

Name: _____ Signature _____
(BLOCK CAPITALS)

Date: _____

- You are reminded that you have a responsibility to ensure that the reference you have provided is accurate and does not contain any incorrect information or omissions.
- The relevant factual content of the reference may be discussed with the applicant
- Thank you for completing this form.

Date: _____ Candidate's Name: _____

CANDIDATE'S FINAL EVALUATION

<p>Lesson Observation:</p> <p>Grade: Outstanding ___ Good ___ Satisfactory ___ Inadequate ___</p> <p>Strengths:</p> <p>Areas for Development:</p>
<p>Lesson Evaluation Quality of Reflection:</p>
<p>Informal time - quality of interaction:</p>
<p>Interview:</p> <p>Strengths:</p> <p>Weaknesses:</p>

Job Offer

YES

NO

If no – prime reason(s)

Appendix 6

Roundswell Community Primary Academy

**Confidential
Declaration of Criminal Record and Other Relevant Information**

Positions Exempt from the Rehabilitation of Offenders Act 1974

As stated on the application form, because of the nature of the duties the postholder will be expected to undertake, you are required to disclose details of any 'unfiltered' criminal record. The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all 'unfiltered' convictions, cautions, reprimands and final warnings on your record need to be disclosed.

Only relevant convictions and other information will be taken into account so disclosure need not be a bar to obtaining the position you have applied for (please refer to the School's policy on the 'Employment of Ex-Offenders' contained within the Recruitment Pack previously sent to you on requesting a job application form).

If you declare your 'unfiltered' criminal record and / or other information and we believe this to have a bearing on the requirements of the post, we shall arrange to discuss the matter with you before any final recruitment decision is taken in relation to your job application. If we do not raise the matter with you it is because it is considered that your disclosure has no bearing on the requirements for the post.

If you have any concerns or queries about filling in this declaration please contact the Headteacher.

Applicants should be assured that the information they give will be kept securely and in accordance with the requirements of the Data Protection Act (ie once a recruitment decision is made, your Self-Disclosure form will be confidentially destroyed). Only the people directly responsible for recruitment will be informed of disclosed information on a need-to-know basis.

.....

- 1. Have you any unfiltered convictions from the courts or any unfiltered cautions, court orders, reprimands or warnings from the police that may affect your suitability to work with children?**

Yes / No *(please delete as applicable)*

If yes, please give details of offences, penalties and dates.

- 2. Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

Yes / No *(please delete as applicable)*

If yes, please give details.

- 3. Is your name included on the 'Disclosure and Barring Service (DBS) Children's Barred List' or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with children?**

Yes / No *(please delete as applicable)*

4. **Is your name included on the ‘DBS Vulnerable Adults List’ maintained by the Disclosure and Barring Service or the equivalent Welsh, Northern Irish or Scottish Lists as someone unsuitable to work with vulnerable adults? [Note: only answer this question if you will be working in a Special School which caters or could cater for pupils 18 or over]**

Yes / No *(please delete as applicable)*

5. **Have you received any convictions, cautions, court orders, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009?**

Yes / No *(please delete as applicable)*

If yes, please give details including dates, information about the body that made the determination and where relevant a certified copy of the order

6. **Do you live in a household where any person has received any convictions, cautions, court orders, reprimands or warnings or other grounds for disqualification from the appointment under the Childcare (Disqualification) Regulations 2009?**

If yes, please give details including dates, information about the body that made the determination and where relevant a certified copy of the order

Yes / No *(please delete as applicable)*

Name (please print clearly): _____

Signed: _____

Dated: _____

Please return your completed declaration in a sealed envelope to the School

