

KINGSBURY HIGH SCHOOL



GUIDELINES FOR APPLICANTS

March 2020

Please read these notes carefully before you complete the application form.

Introduction

We use an application form, rather than asking for CVs to make sure that we treat all applicants fairly and equally. The application form ensures that all applicants present their information in the same standardised format and only tell us what we need to know.

Please do not attach a CV - even if you do, we will not consider it.

- Please complete the form using black ink or a computer
- If any section does not apply to you, please write N/A

1	Personal Information
	<ul style="list-style-type: none"> • It is important that you fill in this section accurately and in full. If you are currently at college/university, please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable, please indicate N/A.
2	Education and Professional/Specialist Qualifications & Training
	<ul style="list-style-type: none"> • Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.
3	Employment History
	<ul style="list-style-type: none"> • Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. If you are a newly qualified teacher (NQT) and you have not worked before you should give details of your practice schools here. You must list all employment, career breaks, and periods of unemployment, education and voluntary work without any gaps. In accordance with the 'Safer Recruitment' Guidelines we ask for employment dates for posts that are working with children and vulnerable adults. • Provide details of any other jobs (paid or unpaid) that you intend to continue doing • (Working Time Regulations require us to monitor the hours that you work each week, including those you work in other organisations). • Indicate whether you are currently employed.
4	References
	<ul style="list-style-type: none"> • References will be taken up before interview. Any issues raised in the reference may be discussed at interview. For all NQT applicants we will usually take references from your main practice school and college tutor. Please do not submit open testimonials with this application form.
5	Rehabilitation of Offenders Act
	<ul style="list-style-type: none"> • The School has a duty to protect children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).
6	Declaration
	<ul style="list-style-type: none"> • Please read and sign the declaration. Giving false information may result in withdrawal of offer or dismissal.

Monitoring Equality and Diversity in Employment form

Please remember to complete the Monitoring Form. This is important information that the School needs in order that we can determine whether our Equality Policy is working with regard to employment.

Equality Policy Statement

Kingsbury High School seeks to provide equality of opportunity for all members of the school community whatever their age; disability; gender (including gender reassignment); marriage and civil partnership status; pregnancy, maternity or paternity; race; religion or belief; sexual orientation or background.

Monitoring Equality Guidelines

We have adopted an Equality Policy, to meet the needs of Brent's diverse community, and to comply with equality legislation.

We undertake to treat all job applications and employees fairly. To ensure that we are not discriminating unfairly and to measure how effective our Equalities Policy is, (and for no other purpose) we monitor all job applicants and employees by ethnic origin, gender, disability, sexual orientation, religion or belief and age.

We are committed to Equality of Opportunity. We wholeheartedly accept our legal obligations:

<ul style="list-style-type: none">• age;• disability;• gender reassignment;• marriage and civil partnership;• pregnancy and maternity;	<ul style="list-style-type: none">• race;• religion or belief;• sex;• sexual orientation Disability
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We also undertake not to discriminate unfairly on the grounds of:

<ul style="list-style-type: none">• Trade union membership and activity.• Political belief.• Unrelated criminal convictions.• We are committed to implementing Equality of Opportunity in carrying out all our various functions.• We are committed to developing effective policy, strategy and standards, and to introducing monitoring and information systems to review and evaluate progress towards achieving Equality of Opportunity.• We recognise the effects of historical disadvantage and past discrimination. Where it is appropriate and within the law to do so, we will take positive action to achieve equality of opportunity.• Policies, practices and procedures to eliminate unlawful and unfair discrimination can achieve much. But we also recognise that developing real progress towards Equality of Opportunity requires a programme of action that all staff are committed to taking responsibility for and implementing within the remit of the jobs.• Everyone must be genuinely committed to Equality of Opportunity.

A Strategy to Recruit, Retain and Develop People with Disabilities

We are committed to improving employment opportunities for disabled people. As part of this commitment, we will:

- Interview all applicants with a disability who meet the essential criteria for a job vacancy and consider them on their abilities.
- Ensure that disabled employees are smoothly and effectively inducted into the organisation.
- Identify and provide any 'reasonable adjustments' to working arrangements or the working environment that disabled employees need to do their job effectively.
- Ask disabled employees at least once a year what we can do to make sure they develop and use their abilities at work.
- Make every effort to retain employees who become disabled while employed by the School.
- Act to ensure all employees develop the awareness of disability they need to make these commitments work. This includes providing Disability Awareness training.
- Review each year these commitments and what has been achieved.
- Plan ways to improve on these commitments and let employees know about progress.

Disability

We follow the definition of disability provided by the Equality Act 2010. This Act defines a disabled person as a person who has, or has had, a physical or mental condition which substantially impairs their ability to carry out normal day-to-day activities, and which has lasted, or is likely to last, for a period of 12 months or more.

In addition to identifying whether or not you have a disability, we would ask you to indicate the nature of your disability as follows:

Physical Disability:

Including conditions affecting mobility, manual dexterity, physical co-ordination, continence and ability to lift, carry or otherwise move everyday objects.

Visual Impairment:

Including blind and visually impaired people, except where the visual impairment is corrected, or could be corrected, by using spectacles or contact lenses.

Hearing Impairment: Includes those people who are deaf (from birth or early childhood), deafened and hard of hearing.

Speech Impairment: Includes all conditions which affect a person's ability to express themselves clearly through speech.

Learning Disability: Includes all conditions which impair memory or ability to concentrate, learn or understand, or which affect the perception of the risk of physical danger.

Mental Health Problems: Includes all clinically well-recognised conditions which substantially impair the performance of any normal day-to-day activities.

Ethnic Origin

Ethnic origin is about your racial and/or cultural identity. It has nothing to do with your citizenship or where you were born.

Section 15-25 Immigration, Asylum and Nationality Act 2006

Eligibility for Employment in the UK

We are required by law to undertake document checks to ensure that all prospective employees are legally entitled to live and work in the United Kingdom. Any candidate selected for interview must produce documentary evidence that they qualify for employment under the above Act.

Those selected for interview must bring with them **originals** of the following documents:

- A passport confirming that you are either a British Citizen, or a European Economic Area National, or which shows that you have the right to live in, or an entitlement to, re-admission to the UK.

Nationals of the EU countries of Latvia, Slovakia, the Czech Republic, Lithuania, Slovenia, Estonia, Hungary and Poland require a registration certificate from the governments Worker Registration Scheme (WRS). Please refer to the guidance notes on the websites listed below.

If you do not have a full valid passport you will need to provide a combination of the following:

- A document that shows your permanent National Insurance Number. This could be a P45, a pay slip, a P60, a National Insurance card, or a letter issued by a government agency

And

- A full birth certificate issued in the UK or the Republic of Ireland

If you do not have a full valid passport or birth certificate and document showing your permanent National Insurance Number please visit the Home Office website at: www.homeoffice.gov.uk

You should be aware that you will not be able to start employment with the School, until you are able to produce any one of the above documents.

If you fail to produce one of these documents within a reasonable time frame, the job offer will be withdrawn. We will retain a copy of the documents you produce for our records.

Rehabilitation of Offenders Act 1974 Disclosure of Criminal Records

The School is an equal opportunities employer and as such will only consider criminal records for their relevance to the post in question, and that a conviction is not necessarily a bar to employment with the School. The School operates to the standards of the DBS Code of Practice, and copies of this are available on request.

Introduction:

A particular concern for the school in recruitment is to make sure that it guards against appointing people who are unsuitable for working with children or vulnerable adults. There are various measures that can be taken to avoid this happening, one of which is to check whether the person to be appointed has any previous convictions for relevant offences.

The Rehabilitation of Offenders Act 1974 was introduced to ensure that ex-offenders who have not re-offended for a period of time since the date of their conviction are not discriminated against when applying for jobs. This enables ex-offenders to 'wipe the slate clean' of their criminal record in the sense that, unless the post they are applying for is exempt from the Act, (see below), they are not legally required to disclose convictions that have become 'spent'.

Exemptions from the Act:

In order to protect certain vulnerable groups within society there are a large number of posts and professions that are exempt from the Act. These include posts involving access to children, young people, the elderly, disabled people, alcohol or drug misusers and the chronically sick. In such cases organisations are legally entitled to ask applicants for details of all convictions, irrespective of whether they are 'spent' or 'unspent' under the Act.

The position you are applying for is exempt under the Rehabilitation of Offenders Act and if you are offered the position, you will be required to complete a 'Disclosure' application, (see below).

The Disclosure and Barring Service:

The statutory framework for Disclosure and Barring Service (DBS) is set out in Part V of the Police Act 1997. Its aim is to provide a standardised and speedy delivery of information on criminal records. This will be achieved through the system of 'Disclosure'.

A Disclosure is a certificate which provides certain information, depending on the type of Disclosure requested. The levels are as follows:

Standard: This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act and will contain details of unspent and spent convictions, cautions, reprimands and final warnings held on the Police National Computer.

Enhanced: This can be requested for posts which are exceptions to the Rehabilitation of Offenders Act AND involves regularly caring for, training, supervising or being in charge of persons aged under 18 or 'vulnerable' adults. This Disclosure contains the same information as the Standard Disclosure along with non-conviction information from local police records if that is thought to be relevant to the position being applied for.

Conditions of Service

The following information provides a brief guide to conditions of service and the various benefits available. Please ask us if you need further details.

Hours of work	Starting and finishing times will depend on where you work. Flexible working hours may be available depending on the needs of the service.	
Annual Leave for Support Staff	Annual leave entitlement is based on the length of your continuous service in local government as at 1st April:	
	Under 5 years' service	26 days
	5 years' and under 10 years' service	29 days
	5 years' and under 10 years' service in Brent	30 days
	10 years' service and over	30 days
	10 years' service and over in Brent	31 days
Leave of Absence	The school recognises that its success depends upon the contribution of all staff and fully acknowledges that a fair and effective policy on Leave of Absence contributes to the maintenance of staff morale. Leave will not be automatically granted and the Governing Body/Headteacher will make a decision based on the circumstances, subject to the needs of the school. The categories of leave allows for up to 7 days paid per academic year to be considered for family and personal emergency reasons. Requests for medical appointments are dealt with under a separate policy.	

Pension Scheme	Teachers: you can join the Teachers' Pensions Scheme. The amount that you contribute is based on your full time equivalent salary Support Staff: you can join the Local Government Pension Scheme. Contributions are dependent on salary band, commencing at 6.4% and increasing to 7.5% dependent on salary. If you are new to Local Government, but have paid into a pension scheme elsewhere, it may be possible to transfer the benefits to the Local Government Scheme.
Sick Pay	Entitlement to sick pay depends on the length of continuous service and according to the Conditions of Service for Schoolteachers in England and Wales for teachers and the National Agreement for Pay and Conditions for support staff.
Dress Code	All staff are expected to have a satisfactory standard of smart and professional dress (no facial piercings/visible tattoos), face clearly visible
Smoking Policy	We have a no smoking policy on the School premises.
Training	Our policy is to provide our employees with appropriate training and development opportunities and to grant financial assistance in approved cases for part-time courses.

Recruitment Process

Short-listing and References

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selections stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- References will be 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 the post

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

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face to face.
- Candidates will always be required
 - To explain satisfactorily any gaps in employment;
 - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - To declare any information that is likely to appear on a DBS disclosure;
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment Checks

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references
- Verification of the candidate's identity
- A Barred List check
- A satisfactory DBS disclosure
- Verification of the candidate's medical fitness
- Verification of original qualification certificates
- Verification of professional status where required, e.g. GTC registration, QTS status (unless properly exempted)
- The production of evidence of the right to work in the UK
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999)

Induction

- All staff who are new to the School will receive induction training that will include the School's safeguarding policies and guidance on safe working practices.
- Regular meetings will be held during the first term of employment between the new employee(s) and the appropriate manager(s).

CHILD PROTECTION STATEMENT

Kingsbury High School recognises its responsibility to safeguard the welfare of all its students by protecting them from physical, sexual or emotional harm and from neglect or bullying.

Kingsbury High School acknowledges that child abuse can be a very emotive and difficult subject. It is important to understand the feelings involved but not to allow them to interfere with judgement about the action to be taken.

All applicants for employment at Kingsbury High School will be fully screened in accordance with DoE's guidelines – Safeguarding Children: 'Safer Recruitment and Selection in Education Settings'.

The key principles of Kingsbury High School' Child Protection statement are that:

- The student's welfare is, and must always be, the paramount consideration
- All students have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately by following Kingsbury High School's Child Protection Policy.

RECRUITMENT PRIVACY NOTICE

Policy Statement

We are Kingsbury High School. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”. This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*

- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact the school’s HR Manager, Sonia Bellot, at sonia.bellot@kingsburyhigh.org.uk or the school’s Data Protection officer, Matthew

Lantos, at DPO.Lantos@bsp.london: Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact our Data Protection Officer, contact details as above. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer, Matthew Lantos, at DPO.Lantos@bsp.london: