



Soar Valley College

Cover Manager/ Administration Assistant



ASPIRE ENJOY ACHIEVE

SOAR VALLEY COLLEGE
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June 2024

Dear Applicant,

COVER MANAGER / ADMINISTRATION ASSISTANT

Thank you for your interest in the above vacancy at Soar Valley College. This is an exciting opportunity for an enthusiastic and hardworking individual, with excellent organisational and interpersonal skills to join an outstanding school.

This position represents a great opportunity for someone to join not only an Outstanding school but also a superb team. The successful candidate will be joining our excellent administration team, who work incredibly effectively both independently and together, and are also very supportive of each other.

The Cover Manager position is absolutely essential in schools, organising cover for absent staff so that a high quality of learning can continue. It requires someone who can remain calm under pressure, work quickly, and be highly efficient.

This can be either a part- or fulltime post. The Cover Manager needs to be in school by 7.15am each day to check calls and emails from staff and then to organise the cover for the day. It can then be a part-time role, just part of the morning, or we can accommodate a fulltime post, with the successful candidate contributing to general admin support, as well as working alongside the reception team and our librarian.

As a school we believe we have a unique ethos. We are a very cohesive staff team and are genuinely very inclusive. We value effort above all else with students; all can achieve, and they do! Through effective collaborative working, we achieve excellent outcomes for our students, of which we are very proud. Even more pleasing though, are the superb relationships we have in the school, between all, which make it a great place to work. We have lots of staff who have stayed here a long time and even some who have returned to us, an indication of the very positive 'feel' of the school.

Plenty of further information in respect of this vacancy and the school can be found on our website, including the job description. I do hope you find this of interest and look forward to receiving completed application forms by 3pm Monday 8th July, returned via the relevant platforms.

If you would like any further information regarding the post or wish to arrange a visit, please do not hesitate to contact our Personnel Manager, Smita Stone, on sstone@soarvalley.aspirelp.uk or 0116 2688441. Once again thank you for showing an interest in the post and I look forward to receiving and reading your application.

Yours faithfully

Julie Robinson
Principal



Soar Valley College – General Information

We are justifiably proud of our school, in particular the caring, inclusive ethos, our high standards and our achievements. Our school motto of 'Aspire, Enjoy, Achieve' is more than just words. It really does sum up our ethos; that of working with every individual to ensure they do the best they possibly can in a supportive environment rich with opportunities. More on this can be read in our prospectus, which is available on the school website www.soarvalley.leicester.sch.uk

We are an outstanding 11-16 community, comprehensive school in the city of Leicester with approximately 1560 students on roll currently, and are heavily over-subscribed every year with more first choice applications than places available, despite increasing our PAN from 255 to 312. Students come from very diverse ethnic, cultural and religious backgrounds, which contributes to our unique ethos, with the vast majority (around 90%) coming from ethnic minority backgrounds. Most of our students have a first language which is not English and approximately a third qualify as Pupil Premium.



As part of the first wave of the BSF programme in Leicester, we moved to a new building in 2009. Our highly impressive school building offers excellent accommodation and facilities for all areas of the curriculum and the local community. We also have our own Training Centre, which is used as our Trust base as well as for a wide range of CPD activities, and has proved to be extremely successful.

"A distinct feature of the college's culture in creating a very purposeful environment for learning is the excellent relationships between the teachers and the students. One student summarized the feeling of others: 'It's not just the teachers, it's all the staff.' Students feel that the staff make time and get to know them very well." (Ofsted)

Achievement is impressive. When students start with us, their prior attainment is below or at national averages. However, outcomes at the end of Key Stage 4 are significantly above national averages. Both attainment and progress measures are very strong. A Progress 8 figure of +0.7 in both 2023 and 2022 puts us amongst the best schools in the country, with our disadvantaged students also performing well above the standards for all children nationally.

Attendance is also excellent, in the top 10% of schools nationally, when compared to similar schools and all schools, and amongst the very best in the city of Leicester. The vast majority of our students, round 97%, go on to Further Education or training, mainly at local sixth form colleges.



Our most important asset is our staff. We invest in making sure staff are well-developed and supported, with CPD being a key feature of our work. There is a multi-faceted programme for staff at various stages of their career and to meet particular needs. Every new member of teaching staff, regardless of experience and responsibility, is allocated a Teaching and Learning Coach for at least the first term, an experienced Soar Valley teacher with whom they can discuss and reflect on teaching strengths and areas

for development, a strategy which has proved very popular and developmental.

We have taken several measures to reduce workload for staff, and feedback is always positive. A copy of the Wellbeing Charter compiled by staff is included in this pack.

Many of our staff have been promoted internally, often in competition with an external field, and this is a reflection of both the fact they wish to stay and of the development they receive.

“Teaching is exemplary. Almost all curriculum areas have examples of outstanding teaching. Teachers have very high expectations and they use imaginative activities in order to ensure students make substantial progress.” (Ofsted)

Another significant strength of Soar Valley, of which we are very proud, is the range and quality of the extra – curricular activities that staff offer. Opportunities are too numerous to mention here but we have, for example, a thriving Duke of Edinburgh programme, an extensive sports programme and are also very active within performing arts. Trips and visits are numerous. We are proud of the fact that we were the first school in the county to gain the Quality in Study Support Award at each level which recognises this outstanding provision. We have very strong links with our feeder primary schools through both curricular and extra-curricular activities.



“Students are proud to belong to the college. They demonstrate outstanding behaviour and attitudes to their learning. There is a great level of maturity and respect towards all learning. Students’ tolerance for each other and their ability to listen are excellent.” (Ofsted)

We also have a wide range of activities on site in the evenings and at weekends that benefit the wider community. The school is open until 10pm most evenings and at the weekends with the facilities mainly

booked for sporting activities. A number of events are also held at the college by various faith communities. Parents are generally very supportive of the school and the benefits that it brings for their children, with students making an outstanding contribution to their community.



We have been the 'hub' school for mathematics development across the city for many years, and we hold regular meetings for all heads of department across the city, along with an annual CPD conference. Soar Valley is now also the Hub school for science and for art, a reflection of the high quality leadership across the school and at all levels.

Most secondary and special schools in Leicester belong to the Leicester Education Improvement Partnership (LEIP) which is an alliance of schools in the city to offer support and challenge to each other, and the office for which is situated within our Training Centre. The partnership is very strong and brings a number of distinct benefits to the city and member schools.

"The leadership of teaching is very strong; much of the teaching is outstanding and the vast majority is consistently good." (Ofsted).



Soar Valley is the lead school for Aspire Learning Partnership, a relatively new multi-academy trust in Leicester. The Trust shares the same values of high aspirations, inclusivity and collaboration, and we believe we offer something different for the city. The two secondary schools currently in the Trust are developing ways of working collaboratively for the benefit of all, and we are excited about the potential for growth of the Trust and further school improvement work, both within the city and beyond.

Thank you for your interest in our school. We believe it is a unique place, one where staff and students are proud to belong. Please do look at our website and our X page @soarvalley16 to gain more information and a flavour of what we are about. Visits are welcomed; please just contact us.

May 2024



COVER MANAGER/ADMINISTRATION ASSISTANT LEVEL 3

JOB DESCRIPTION

Department	Administration
Line Managed by:	Business Manager / relevant member of the Senior Leadership Team
Salary Scale	Grade 3, points 5 – 6, £23,500 - £23,893
	Actual Salary, pro-rata, depending on FTE, see examples below.
Hours of work:	Flexible, this role can be full or part-time, for example: Monday to Friday 7.15am – 3.30pm 38.75hours per week x 39 weeks (an additional week to cover 3 training days and non-core hours worked during the holidays) a total of 1511.25 hours pa, equates to 90.37% FTE. Monday to Friday 7.15am – 11.15am, 20 hours per week x 39 weeks (an additional week to cover 3 training days and no-core hours worked during the holidays), a total of 780 hours, equates to 46.65% FTE.

Overall Purpose of the Post

Under the direction of Senior Leaders, ensure that teacher absences are adequately covered in line with College requirements and policy.

To provide support within the Learning Resource Centre and reception/office.

To provide general administrative support for the school as required, enabling teaching and pastoral staff, parents/carers and external agencies/staff to support students in gaining the best possible education and achieving their potential.

DUTIES AND REPSONSIBILITIES

Cover

- To take messages from absent staff each morning and update College timetable and staff cover records.
- To assist with the development and maintenance of the College's computer system in respect of timetable and staff cover (currently SIMS.net).
- To allocate College Cover Supervisors in the first instance.
- To identify possible internal cover and allocate in line with College Policy.
- To communicate absences and cover allocations to staff.
- To arrange external cover (agency or individual) as required, in line with College policy and child protection legislation.
- To record daily internal/external cover for future reference (e.g. budget re-charges).
- To direct external cover staff in respect of where and when they are required and who they are to report to.
- To ensure that cover staff are aware of College layout, policies and Health and Safety guidance.
- To plan future cover requirements using the authorisation system agreed by the senior team.

- To liaise with senior leaders/representative(s) in respect of cover requests.
- To check invoices and internal claim forms for cover supply and record on spreadsheets for budget purposes; pass invoices and claim forms for processing by finance staff.
- To liaise with the finance team and senior leaders in respect of budget setting, monitoring and review.
- To carry out, under the direction of senior leaders, any other duties required to ensure the efficient provision of staff cover.

Learning Resource Centre (LRC)

Dependant on commitments arising from above:

- To provide support to the LRC Manager in providing a viable and relevant service.
- To utilise the relevant library management system(s) to maintain the LRC database in respect of issues, returns, renewals etc and managing overdue books.
- To support teaching and learning through the effective organisation and management of resources within the LRC
- To supervise students within the LRC, including out of lesson times (e.g. breaktime and lunchtime), subject to other commitments.

Reception

To provide back up to the reception staff in dealing with visitors, students, telephone calls etc.

- To ensure that callers, parents and visitors to the school are dealt with in a courteous professional manner and directed to the appropriate member of staff.
- Operating the school switchboard, putting calls through to the relevant extensions whenever possible, taking messages when staff cannot be contacted and dealing with faults within the system (in line with the Managed Services procedures).
- Carry out security checks, in line with school policies, on all visitors and issue badges as necessary; maintaining a check-list of visitors in case of fire evacuation.
- Producing and issuing of ID/access cards for staff and students and ensuring that appropriate access rights are allocated to individuals.
- Issuing and collecting cash for replacement cards/holders/lanyards and monitoring stocks of supplies to place orders as required.
- Collect, record and keep secure monies received from students for trips, deposits etc. and monitor administration office stationery and place orders as required.
- To sort and distribute incoming mail, organise the sending of outgoing post and maintain the supply of stamps.
- Ensure that the reception area is secured at the end of the day, including locking valuables in the safe and ensuring security screens are locked as appropriate.

Administrative Support

- To provide administrative support to curriculum subjects.
- To carry out a full range of administrative tasks such as word processing, phone calls, filing, photocopying and management of resources (e.g. stationery).
- To maintain 'Curricular Areas' as directed by the Head of Faculty – e.g. updating displays of work or information.
- Under the direction of a senior member of staff, organise student detention in respect of; contacting parents, updating records of detention and arranging collection of students as required.
- Use the SIMS system to process and maintain the student database and to retrieve data as required.
- Contact parents/agencies etc. (e.g. by letter, telephone or e-mail) to arrange meetings, detentions and collection of confiscated belongings etc as necessary.
- To minute relevant meetings.
- To undertake other administrative tasks and reception duties as and when required within the college.

This duties outlines in this job description do not necessarily give a comprehensive definition of the post and may be reviewed and amended at any time, after consultation with the post holder.

Soar Valley College shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximize opportunity, minimize risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

This post is Exempt from the Rehabilitation of Offenders Act 1974 and subject to a DBS Disclosure check.

Non-teaching posts at Soar Valley College are evaluated, for equal pay purposes, using the Leicester City Council 'Single Status Agreement ' and this job description is the College's addendum to the relevant ('closest fit') 'generic' job description used to evaluate the grading of the post.

Any issues arising in respect of 'equal pay' will always be dealt with by reference to the 'generic' job description and not the College addendum.

The relevant 'generic' job description for this post is 'Administration Officer (Level 3)', Post No. E9009B. This job description can be obtained via the LCC Extranet or via the college Administration Manager upon request.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
SKILLS, KNOWLEDGE & EXPERIENCE	<p>Good general level of literacy and numeracy. (Grade 4/5 or above)</p> <p>Experience of providing a front-line service, dealing with a variety of customers.</p> <p>Experience of dealing with the public both face to face, in writing and on the telephone</p> <p>Experience of working in an office environment, following written instructions, writing accurate notes and using ICT</p> <p>Able to quickly establish positive working relationships with a wide range of people from within and outside the academy.</p> <p>Experience of using other computerised systems e.g. Microsoft Excel, Word and other PC based packages.</p> <p>Ability to make sound judgements and decisions</p>	<p>Experience of working in a school/college environment</p> <p>Experience of using school-based management information systems (e.g. SIMS)</p> <p>Experience of managing others</p>
PERSONAL QUALITIES	<p>Must be self-motivated and able to motivate others.</p> <p>Must have an excellent telephone manner.</p> <p>Must demonstrate an understanding of customer care issues.</p> <p>Must have the ability to handle difficult situations sensitively and calmly</p> <p>Must be able to use initiative to organise own work and works with others to meet deadlines.</p> <p>Must be enthusiastic for the job and have a positive, problem solving attitude.</p> <p>Must be able to respond calmly, work under pressure and prioritise work.</p> <p>Must be able to work outside/after normal hours.</p> <p>Must to retain confidentiality at all times.</p>	
OTHER	<p>Ability to develop systems and procedures as required.</p> <p>Appropriate understanding of data protection, security, confidentiality awareness and Health & Safety</p>	
EQUAL OPPORTUNITIES	<p>Must be able to recognise discrimination in its many forms and willing to put the Trust's Equality Policies into practice.</p> <p>Must be sensitive to the requirements of disadvantaged groups and children with special educational needs.</p>	

Soar Valley College

Our Staff Wellbeing Charter



Introduction

Our school motto is not just three words, really does mean something, and we believe Soar Valley has a unique ethos.

Aspire – *we aim high and expect everyone to do so, students and staff alike. Our mantra of ‘effort is everything’ means all can succeed, and they do. Each child is encouraged to be the best version of themselves, and the same is true of our staff, who are fantastic!*

Enjoy – *we aim to make the school and work experience as enjoyable as possible. Working in education can be fast-paced and demanding, it is important to have fun too!*

Achieve – *we are a highly successful school, and that is not all about exam results. Our staff turnover is very low, and there are even those who have come back. All are highly valued; without any one person, the school would not be as effective, we are indeed the sum of our parts.*

This means that we take the wellbeing of our staff seriously.

We recognise that staff who are valued are at the heart of the success of the school.

We recognise that excessive hours of work and unrealistic deadlines can be detrimental to staff wellbeing and their effectiveness and, ultimately, to the outcomes for the children in our care.

In light of this, leaders will:

- Be mindful of and encourage a healthy work-life balance for all staff.
- Actively look to develop and adopt efficient and effective working strategies.
- Acknowledge that the needs of the school and its staff are not static but change over time.
- Seek the views of staff on their working life on a regular basis, through both formal and informal methods.
- Respond sensitively to external pressures which affect the lives of staff members.
- Consider all new developments and filter those which will impact positively on our school and implement them in a measured way.
- Consider the effects of any new initiative on workload, considering and balancing impact on workload carefully.
- Regularly review and if an initiative/change is not having a reasonable impact, it will be removed.
- Make staff members aware of the channels which can be used to manage and deal with stress or work related health and wellbeing issues.
- Ensure an effective professional development programme for all, to ensure staff are developed in their roles and achieve a sense of satisfaction.
- Be open and receptive to feedback about policies and developments and their impact on staff wellbeing and workload.

All staff will:

- Assist in the development of good practice and ensure they do not, through their actions or omissions, create unnecessary work for themselves or colleagues.
- Ask for support as and when required.
- Identify opportunities for development and take advantage of those offered by the school.
- Apply for any requests for absence in advance and be open about sickness absence.
- Share their views, ideas and feelings in both formal and informal settings.
- Make sure that all feel supported and welcome, offering support as appropriate for each other.

Some of the strategic measures to support staff wellbeing

The focus on staff wellbeing and workload is not a new one for Soar Valley. There are a number of strategic measures which have been taken to support all staff over the past few years. The list below is not an exhaustive one but illustrates the approach.

- All teachers have a minimum of 14% non-contact time, with additional time for those with leadership responsibilities.
- There have been no written reports at Soar Valley since 2005. A review was undertaken and a simple data collection system implemented.
- There are three formal data collection points and reports home to parents during the year, one per term.
- A structured CPD programme is in place, being reviewed and revised each year to meet the needs of both the school and individuals. There is also a strong induction programme for new staff and development programmes for both newly qualified and recently qualified teachers.
- An extensive CPD library is available for staff, another opportunity to supplement professional development of staff.
- There are regular briefings for staff, both teaching and support staff, so all can remain informed and involved in developments and news in the school.
- Meetings are carefully planned to meet professional development and college improvement priorities, with only one meeting a week for most members of staff. Every effort is made to start them promptly and ensure they do not overrun.
- Considerable investment in the pastoral and inclusion teams has led to strong support in these areas with high quality staff and effective structures.
- The high quality SEND team, with well-qualified and trained teaching assistants, means detailed and supportive strategies and information are always available.
- Investment in a small but high quality EAL team means those students with the highest level of need can receive targeted intervention until they are able to access the curriculum.
- Policies and procedures, which have been introduced for behaviour management, are clear and effective. The Step system means that any student behaving inappropriately is removed from the lesson.
- Centralised detention systems support staff in ensuring high standards of behaviour.
- Much of our policy is written by staff, either through working parties or middle leader groups. Examples are the assessment policy, homework policy, marking policy, all of which have been written by staff and for staff. Where not directly written by staff, they are fully consulted in any new/amended policy through our meeting structure.
- Subject teams have a high level of autonomy to teach and structure in the way they think best. There will always be challenge to improve, and indeed often do so themselves!
- Staffing levels are high, with additional groups in many subject areas, especially at key stage 4. Class sizes at key stage 3 have been kept to an average of 26 or lower.
- There is administrative support for each department in school, as well as a full complement of technical support staff.
- The rarely cover policy means that teachers will only provide cover for absent colleagues if they are timetabled for a 'support lesson'. We employ three Cover Supervisors so that students have known cover staff, which also leads to calmer lessons.
- We have created a culture of mutual respect amongst the staff, and there are positive working relationships across the school. Support and teaching staff are all vital in the success of the school.
- Communication is open and transparent. We ensure emails are useful and endeavour to make the number sent and received manageable.

And some of the 'nice to haves'

Sometimes the little things really matter, and whilst not strategic in nature, these are examples of some such things at Soar Valley:

- Samosas – we love our samosas, which appear for birthdays, other celebrations and thank yous.
- The Unicorn of Appreciation comes out about once a term, for staff to recognise others, just say thank you or well done.
- Staff sport is a regular feature on a Friday, allowing the sporty amongst us to work off the week.
- There are outdoor areas where staff can relax in summer months which are not accessible to students, such as the allotments and memorial garden.
- There are occasional staff workshops (such as making pottery decorations at Christmas).
- Free flu jabs are offered each year for staff.
- Lunch is always provided on training days and food is available prior to parents' evenings.
- Our Christmas lunch at the end of the autumn term is an annual event.
- Tea and coffee are always freely available for staff and visitors in the main staffroom.
- We party impressively at the end of terms, and there are various other social events.

Useful contacts:

National Education Union - <https://neu.org.uk/advice/keeping-happy-and-healthy>

NASUWT - <https://www.nasuwat.org.uk/news/campaigns/mental-health.html>
www.annafreud.org/what-we-do/schools-in-mind/

<https://www.headspace.com/educators>

www.mentallyhealthyschools.org.uk

www.Mindfulteachers.org

www.nhs.uk/conditions/stress-anxietydepression/improve-mental-wellbeing/

www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling

www.mentalhealth.org.uk/

www.mentalhealth.org.uk/sites/default/files/how-to-manage-and-reduce-stress.pdf

<https://www.educationsupport.org.uk/get-help/help-for-your-staff/wellbeing-services/school-leaders-service/>

Guidance Notes for Applicants

These guidance notes are designed to provide you with information on completing your application form and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process, please contact the College directly.

When completing the application form, please refer to the following information:

- **Job Description** – this describes the main duties and requirements for the post and provides an understanding of the role.
- **Person Specification** – this describes the skills, knowledge and experience required for the post
- **Advertisement** – this will give you brief details of the job and key dates of the recruitment process.

Please ensure you complete all parts of the application form. Curriculum Vitae (CVs) are not accepted. The application form will be used to assess your skills, knowledge, and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete. Late applications will not normally be considered. We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form, other personal details are not required until after shortlisting.

Disabled Applicants

As an equal opportunities employer we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview or test.

If you consider yourself disabled, **please indicate this on your application form**. This will be removed by a member of staff not involved in the recruitment process, prior to shortlisting, and will not be given to the recruitment panel at any stage of the process.

Where it is necessary to reduce the shortlist of candidates using desirable criteria, the equality monitoring section will be checked by a member of staff not involved in the recruitment process to ensure if you have declared yourself as disabled, and met all the essential criteria, you have been shortlisted for interview or test.

All candidates called for interview will be asked if they require any adjustments and/or adaptations in order to attend for interview or test, and we will, as far as possible, provide the adjustments and/or adaptations required.

For successful candidates, we will make reasonable adjustments to working conditions or physical environments and will provide aids, adaptations, equipment, and support where possible.

Job Sharing

We regard all posts as potentially open to job share. Pay will be pro rata to that which would apply if you filled the post on a full time basis. If you wish to be considered for job share, please indicate this on the application form. Should you be offered the post your request will then be considered.

Relationships/Canvassing

Canvassing of any employee, Governor or Trustee in relation to your application will disqualify you, or if discovered after appointment may result in dismissal without notice.

Data Protection & GDPR

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 1998.

The information you provide will be used in the following ways:

- To assess your suitability for the post
- To confirm information you have supplied, with third parties, as considered appropriate.
- To promote, monitor, and take action to ensure our recruitment policies, procedures and processes comply with legislation, our Employment Equality Policy and associated strategies and plans.
- To answer requests for information made under the Freedom of Information Act 2000 or related legislation.
- It will only be disclosed where lawful obligation applies.

Applications and related information in respect of successful candidates will be held securely on computerised and/or manual filing systems in accordance with the Data Protection Act 1998.

Applications and related information in respect of unsuccessful candidates will be held securely for 12 months in line with our recruitment and retention policy, after which time they will be confidentially destroyed.

Feedback/Complaints

If you are not appointed to the post following interview, you may request feedback from the Principal, or the recruiting manager, as appropriate. You should contact the College directly who will arrange to provide helpful and constructive feedback.

If you wish to make a recruitment complaint, you should write to the Principal or recruiting manager as appropriate, at the College. If you are unsatisfied with the response, you may then write to the Chair of Governors, care of the College.

Safer Recruitment Applicant Information

The College has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to The College safer recruitment process.

Pre- Employment Vetting

As part of its safer recruitment and selection process, The College operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Disclosure and Barring Service (DBS)

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced Disclosure; this will include a check against the Protection of Children Act (PoCA) List and List 99. For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List.

We will also retain, with the permission of the applicant, the DBS Disclosure documents of any 'hold' candidates. These documents will be destroyed once a decision (offer and acceptance) has been reached.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Rehabilitation of Offenders & Safeguarding Children and Young People

We are committed to keeping children and young people safe from harm and abuse and to promoting their welfare, and we expect that everyone who comes to work for us will share the same commitment. Fulfilling this responsibility includes making sure that our recruitment process includes a range of measures to identify those who may be unsuitable to work with children and young people.

All roles within the College are covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and are subject to an enhanced Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau (CRB)) check. These posts may also be subject to further DBS re-checks at appropriate intervals. Further information about what the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 means for applicants is provided on the Application Form.

Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore, requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks amongst others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent in your application. Please note that having a criminal record is not an automatic bar from working with us: whether or not your criminal record has a bearing on the post you have applied for will be carefully considered as part of the recruitment process. This may involve a discussion with yourself about the circumstances and background to your offences.

Supporting Documents

We **will not** be able to confirm an offer of employment until we have confirmed the following:

- Identity
- Enhanced DBS
- Right to work in the UK
- Qualifications if applicable
- 2 references
- Satisfactory Medical
- Qualified Teacher Status if applicable
- Confirmation of National Insurance Number
- Overseas reference if applicable

References

All applicants are expected to provide two referees, one of which must be your most recent or current employer. 'Open' references e.g. those addressed "To Whom It May Concern", will **not** be accepted.

If you have just completed full-time education the College will seek references from educational establishments. You will need to provide the name of your Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

If you have undertaken voluntary work with children and/or young people you should use the voluntary organisation as a referee.

If you have not previously worked with children or young people, you must provide a character reference from someone who is able to confirm your suitability to work with children. This would normally be someone in authority e.g. a lecturer, doctor, or community leader. Please note, character references are normally only accepted as a supplement to an employer's reference.

In all cases, The College will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed.