



# Soar Valley College ICT Technician



**ASPIRE ENJOY ACHIEVE**

**SOAR VALLEY COLLEGE**  
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# Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

June 2024

Dear Applicant,

## **ICT TECHNICIAN LEVEL 2**

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 technical, communication and interpersonal skills to join an Outstanding school and make a real difference. Our ICT team is excellent, a stable and committed group of people who deliver an excellent support service to everyone in the school, and this post is an essential part of that team.

Soar Valley College currently operates within a Managed Service ICT contract but also employs its own ICT support staff and develops and maintains areas of technology outside of the contract (e.g. closed systems including servers, devices, wi-fi and telephony). The ICT Technician is part of the wider school support team and acts as a first contact in respect of providing college staff, students and other users with technical support and guidance to maximise the use of ICT and associated technology.

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 9am Monday 8<sup>th</sup> July 2024, returned via the relevant platforms.

If you would like any further information regarding the post please do not hesitate to contact our Personnel Manager, Smita Stone, on [sstone@soarvalley.aspirelp.uk](mailto: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

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## 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](http://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).*



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.

January 2024



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## Computer Science/ICT Department

### About the team



The Computer Science/ICT Department at Soar Valley is a highly experienced, organised and effective team. There is a good mix of experience and those more recently qualified. The team has worked incredibly hard to become one of the highest performing departments in the school. Results are always strong, with last year an impressive 70% gaining grade 5 and above, and a quarter of entrants gaining a grade 7 or above. 90% of students gained a Level 2 Pass or above in OCR Nationals in IT and approximately 30% a Distinction or Distinction\*.

A real strength of the team is that everyone contributes to the developing and refining of course and assessment materials. This collaborative and tireless approach has allowed the team to develop extremely high-quality schemes of learning, resources and systems that support the acquisition of key ideas, skills and concepts across all year groups.

Students report a real love for Computer Science and ICT, and this is reflected in the high number of students who choose to study the subjects at Key Stage Four. There are currently 7 groups in each of Years 10 and 11.

### The curriculum

#### Key Stage 3

In Years 7 and 8 students have two hours a fortnight of Computer Science/IT. In Year 9 this goes up to three hours. Students will cover all three strands of computing (Digital Literacy, Computational Thinking and ICT) while focussing on particular packages such as Microsoft Office, Small Basic, Python, Microbit and Robotit.



The team believe very strongly that while students need to develop programming skills and knowledge ready for GCSE success, they also need to develop the functional skills that are now so central to success in many further study and employment opportunities.

#### **Key Stage 4**

IT students are studying Cambridge Nationals in Information Technology J836 and Computer Science students are studying OCR Computer Science GCSE J277. Students studying have six hours a fortnight of lesson time which provides plenty of time for in-class learning, consolidation and intervention.

### **Accommodation and Equipment**

The department has modern and dedicated computer suites and their own faculty office. Each of the computer suites has recently been updated as part of our ongoing and continual college wide ICT upgrades. Additionally we have a range of IT hardware and software that is available throughout the college which can be booked and used by staff, such as lapsafes, interactive touchscreens, visualizers as well as various online learning materials such as Sam Learning, GCSE Pod, Kerboodle and Sparx Maths in addition to department specific software resources such as eRevision and Teach-ICT.

As you can see, Soar Valley has a lot to offer! We hope you will find these details of interest and look forward to receiving your application.

*January 2024*



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## Job Description

### ICT Technician Level 2

Post Holder

Department: Whole School

Line managed by: Senior Technician/Director Whole School IT

Salary Scale: Grade 4 point 7 - 10 £24,294 - £ 25,979

Actual Pro-rata Salary £20,965 - £22,419

Hours of Work: Mon to Thurs, 8am – 4pm. Friday 8am – 3.30pm. 37 hrs pw x 39 weeks This is to cover 38 weeks term time plus 37hrs for training days and non core hours to be worked during the holiday. Totaling 1443hrs pa, 86.30% FTE.

### Overall purpose of the post

Soar Valley College currently operates within a Managed Service ICT contract but also employs its own ICT support staff and develops and maintains areas of technology outside of the contract (e.g. closed systems including servers, devices, wi-fi and telephony). The ICT Technician is part of the support team and acts as a first contact in respect of providing college staff, students and other users with technical support and guidance to maximise the use of ICT and associated technology.

### Duties and Responsibilities (ICT)

- To occasionally instruct/assist individual students on their projects (small groups up to 10) normally within the classroom with the teacher present within the room.
- To assist teachers with planning new ICT curriculum requirements, costs, designing projects and lesson sessions, etc.
- Assist with the managing and implementation of whole school and department specific online learning tools.
- To assist with the Production of posters/instruction sheets, especially covering H&S aspects of using the equipment.
- To undertake research on the cost of replacement software and hardware items.
- To understand and work within the managed service contract and with the service provider and their employees to maximise the usage of ICT within the college and to ensure that value for money, in respect of contract services received, is achieved.
- To act as a first point of contact for college users reporting equipment/service issues and to evaluate, prioritise and take appropriate action (e.g. internal solution, referring to Managed Service provider or relevant supplier as necessary).
- To record and monitor issues/trends reported to ensure quality, service and contractual compliance, value for money and user satisfaction.
- To meet with line manager on a regular basis to report, discuss and resolve ICT issues and availability.
- To work with the Senior IT Technician and college management in the implementation of development projects, including liaison with external suppliers/providers.



- Instructs other non ICT teaching staff on the use of equipment e.g. Interactive Boards, Digital Cameras, etc, and resolving PC issues.
- To assist all college users regarding password set up and changes and other data access/filter protocols.
- To assist college staff in setting up equipment as requested, including assemblies, meetings, whole school and/or third party events.
- To offer IT support on key events evenings during the year.
- To assist the Senior IT Technician and college management in the maintenance and development of the college website and other electronic communication systems (e.g. plasma screens/IPTV).
- To assist school management in maximising the potential of CCTV and other security systems.
- To assist departments in managing the security and deployment of lapsafes and other portable devices.
- To assist the Senior IT Technician with the purchase and replacement of departmental ICT resources (e.g. cameras, projectors, CDs, memory sticks etc.).
- To assist the Senior IT Technician with the purchase and replacement of toners, paper and other departmental ICT consumables (including empty toner collection).
- To assist in the maintenance and installation of hardware and software and provide general assistance to staff when requested (e.g. SIMS, Edexcel etc.).
- To perform routine maintenance and repairs on devices and peripheral equipment (e.g. printers) as required and troubleshoot equipment breakdowns.
- To ensure highest levels of teaching can take place by ensuring all equipment is well maintained and functioning, and ready to use.
- To install and configure new computer equipment, set up and support peripheral devices.
- To assist in the installation of software, its configuration and testing and provision of appropriate instructions to the user of software where required.
- To gain familiarity with the software packages used in the schools and keep up-to-date with hardware/software developments.
- To support and provide cover for the other members of the ICT Support team (Senior IT Technician and contract technician) as necessary and as instructed by the college management.
- To assist the Senior IT Technician in maintaining the security of the college network, data (including back-up) and individual equipment, both within and outside of the Managed Service contract.
- Assists with recording all ICT inventory records for hardware, software, e.g. user details serial, product Nos, licences, renewal details, etc.
- To support other school partners, both on and off site, under the management and guidance of the Director of IT, by providing technical and training support to maintain and develop all aspects of their ICT provision and delivery.
- To carry out any other tasks commensurate to the post.

**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 maximise opportunity, minimise 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 an enhanced DBS Disclosure check.**

The duties outlined 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.

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 'ICT Technician (Level 1)', Post No. E9008b. This job description can be obtained via the LCC Extranet or via the college Administration Manager upon request.

# PERSON SPECIFICATION

Attribute	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs in Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>Recognised level 3 qualification in IT or related subject</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Evidence of a broad experience in IT hardware and software including using computer networks and the Internet</li> </ul>	<ul style="list-style-type: none"> <li>Experience of supporting IT in an education environment.</li> <li>Experience of working with children/young people aged 11-16.</li> <li>Experience of working as part of a team.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>A practical working knowledge of computer hardware and systems, software/office applications.</li> <li>The ability to repair and maintain equipment efficiently and creatively</li> <li>Able to install, diagnose problems &amp; effect minor repairs to ICT equipment.</li> <li>Excellent interpersonal and communication skills.</li> <li>Able to learn and adapt to new ICT systems and applications quickly.</li> </ul>	<ul style="list-style-type: none"> <li>The ability to problem solve hardware/network problems and effect repairs.</li> <li>Knowledge of H&amp;S guidelines relating to ICT</li> </ul>
<b>Motivation</b>	<ul style="list-style-type: none"> <li>To be able to work in a team and also independently without supervision when circumstances dictate.</li> <li>To use own initiative when appropriate.</li> <li>Good time management skills.</li> <li>A positive approach to new ideas and working practices.</li> <li>Able to act as a positive role model for young people.</li> </ul>	
<b>Equal Opportunity</b>	<ul style="list-style-type: none"> <li>Must be able to recognise discrimination in its many forms and willing to put Equality Policies into practice.</li> <li>Must be Sensitive to the needs of disadvantaged groups.</li> </ul>	
<b>Attitude and Temperament</b>	<ul style="list-style-type: none"> <li>Flexibility, responsiveness, tact and discretion.</li> <li>Ability to work under pressure.</li> </ul>	
<b>General Circumstance</b>	<ul style="list-style-type: none"> <li>Flexible approach to work with a focus on the needs of the IT user.</li> <li>An understanding of safe working practices and data protection issues</li> <li>Willingness to work outside normal school hours.</li> <li>Willing and able to learn and keep up to date with new ICT developments in the educational arena.</li> <li>Must satisfy relevant pre-employment checks.</li> </ul>	
<b>Appearance and Health</b>	<ul style="list-style-type: none"> <li>Smart appearance to convey positive image of the role and the college.</li> <li>Good general health and attendance record</li> </ul>	

# 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.nasuwt.org.uk/news/campaigns/mental-health.html>

[www.annafreud.org/what-we-do/schools-in-mind/](http://www.annafreud.org/what-we-do/schools-in-mind/)

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

[www.mentallyhealthyschools.org.uk](http://www.mentallyhealthyschools.org.uk)

[www.Mindfulteachers.org](http://www.Mindfulteachers.org)

[www.nhs.uk/conditions/stress-anxietydepression/improve-mental-wellbeing/](http://www.nhs.uk/conditions/stress-anxietydepression/improve-mental-wellbeing/)

[www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling](http://www.educationsupportpartnership.org.uk/helping-you/telephone-support-counselling)

[www.mentalhealth.org.uk/](http://www.mentalhealth.org.uk/)

[www.mentalhealth.org.uk/sites/default/files/how-to-manage-and-reduce-stress.pdf](http://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.