# Hunslet Moor Primary School

# Fairford Avenue, Leeds, LS11 5EL

C0-Headteachers: Miss H Darley & Mr S Crawford

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**At Hunslet Moor we committed to providing a happy secure environment in which children thrive and develop intellectually, emotionally, socially and physically, thereby enabling them to make a positive contribution to their community.**

**Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We embed the promotion of British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs into our school and expects all staff and volunteers to share this commitment.**

**The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.**

**We promote diversity and want a workforce that reflects the population of Leeds.**

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

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| **Making an Application** | **Interview and Selection Process**  |
| **Application Form**If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed, etc).You will note that we require details of **two** referees, one of which must be your current or most recent employer.CVs are **not** accepted as part of the application process. **Supporting Information**This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.**Please remember to sign the declaration on the final page of the application form.** **For teaching posts:** in addition to the application form, please submit a formal letter of application (up to sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school. | Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing. As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that people with disabilities are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post. |
| **Induction and Continuous Professional Development** |
| The head teacher and governing body are committed to ensuring your well being and continuous professional development in this role.On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications. |

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| **Pre-employment Checks** | **Prohibition Checks (Teacher’s only)** In accordance with our statutory responsibilities under the Education Act and outlined in Keeping Children Safe in Education 2018 we will carry out a check on any member of staff carrying out ‘teaching work’ to ensure they are not prohibited from teaching work. Each of the following activities is teaching work: • Planning and preparing lessons and courses for students • Delivering\* lessons to students; • Assessing the development, progress and attainment of students; and• Reporting on the development, progress and attainment of students. \* “delivering” includes delivering lessons through distance learning or computer aided techniques. The activities specified above are not teaching work for the purposes of the Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the Headteacher to provide such direction and supervision. **Overseas Checks**Overseas Checks Where candidates have lived or worked abroad in the past 5 years for a period of 3 months or more we will carry out appropriate overseas checks. This will include an EEA check for those appointed to do teaching work that have lived or worked abroad within the EEA.  **Validation of Qualifications**All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. This will include checks to ensure candidates appointed as teachers have QTS status and where appropriate have successfully completed their statutory induction. **Right to Work in the United Kingdom**Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.**Medical Assessment**A satisfactory medical assessment will be required before we confirm any offer of an appointment. |
|  **References**If you are short listed, we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. **Two** satisfactory references must be received before we confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.Copies of references or references that are addressed “to whom it may concern” will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.**Disclosure & Barring Service (DBS)**Employment at this school is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013), all posts at this School are classed as regulated activity and therefore an Enhanced DBS check will be undertaken. Applicants who are shortlisted will be sent a self-disclosure form to complete and return prior to interview/assessment. On 29th May 2013 legislation came into force under this Act that mean as an employer we are only entitled to request information about convictions, cautions, reprimands and final warnings that are not ‘protected’ as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020). Convictions that are not ‘protected’ will appear on an Enhanced Disclosure, even though they are ‘spent’. For information regarding what criminal records history will appear and should be disclosed on application, please see the relevant flow charts on our website. Alternatively, guidance can be found on the DBS website. Please be aware spent and/or unspent convictions may not necessarily make you unsuitable for appointment. For further information about our use of Criminal Records information please see our Policy Statement on the recruitment of ex-offenders on our website.  |

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| **School Policies** | **General Data Protection Regulations** |
| **Child Protection**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. **Whistle Blowing**We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.**Code of Conduct and Personal Behaviour**The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the Standards, the school considers the principles to apply to all staff employed at the school.**Equal Opportunities**We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**Full details of all these policies are available from the school.** | We take your data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out in our Privacy Notice available on our website or otherwise notified to you in writing. Hunslet Moor Primary School will be the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for monitoring our compliance with data protection law.  Hunslet Moor Primary School collects and processes your personal data for the purposes described in the Privacy Notice. The term Workforce in the privacy notice is used to cover Prospective Employees, Volunteers, Contractors, Agency Staff, Trainees and Regular Service Providers apply.  |