

# Southend High School for Boys



## Application Guidance Notes

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

### Completing your application

Applications will only be accepted from candidates completing the application form on the Southend High School for Boys website, mynewterm or Essex School Jobs website. CV's will not be accepted in substitution for completed application forms however CV's may be submitted in addition to the application form in order to supply additional background information. This is to ensure that information is presented in a standardised format and only details that we require are provided and all applicants are treated fairly and equally.

As the information on your application form is used during the selection process, it is essential that you complete all sections as fully as possible.

The following notes are intended to assist you with the completion of the application form:

#### Current employment

- Provide a *brief* description of your current role and responsibilities
- Include any duties that you consider to be particularly relevant for the role that you are applying for

#### Previous employment

- Provide details of all previous employment, including that of a voluntary nature. The information should be provided in date order, starting with the recent and working back
- Please do not include details of your current employment in this section

If there are any gaps in your employment, please provide details.

#### Education

You will be asked to provide evidence of qualifications stated.

#### Information in support of application

Use this section to provide relevant information about yourself and how you meet the criteria detailed in the job description and person specification. Please ensure you provide sufficient information in order to demonstrate your suitability for the role.

### DBS/Disclosure

The successful applicant will be required to complete an Enhanced Disclosure and Barring check. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and appropriate checks have been satisfactory.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Any unspent convictions, cautions,

reprimands or warnings must be disclosed to the HR Manager. Certain spent convictions and cautions are defined as “protected” and not subject to disclosure to employers. Guidance can be found on the Disclosure and Barring website <https://www.gov.uk/government/collections/dbs-filtering-guidance>

An applicant will not automatically be disqualified from employment by either disclosure of a criminal record or details revealed through a Disclosure and Barring check. Southend High School for Boys will consider the seriousness and relevance of the offence in relation to the job under consideration.

The following factors will be considered in each case:

- The seriousness/level of the disclosed information e.g. was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant’s personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.
- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

All candidates should be aware that failure to declare convictions (that are not subject to DBS filtering), or providing false information is an offence and may disqualify a candidate from appointment or result in an offer of employment being withdrawn or, after appointment, dismissal and possible referral to the police and/or DBS.

When making a recruitment decision The Governing Body will disregard any filtered convictions/cautions/reprimands disclosed in error.

Information regarding convictions should be submitted via email, marked “confidential” and sent to the HR Manager [recruitment@shsb.org.uk](mailto:recruitment@shsb.org.uk) , or in writing in a sealed envelope which will be seen by the HR Manager and Headteacher, and then destroyed, if a post is offered.

## References

Southend High School for Boys will request two references. If there is a reason that a reference may not be obtained prior to interview please contact the HR Manager to discuss. The Headteacher reserves the right to request additional references.

Southend High School for Boys will ask candidates previous employers about disciplinary offences, including those relating to children or young persons, and whether the candidate has been the subject to any child protection allegations or concerns.

- Please provide the details of two people who may be approached for a reference
- Where you have previously worked with children but are not currently doing so, please provide reference details of the last employer for whom you worked with children.
- If you are a college or school leaver please give details of a teacher or tutor.
- Personal referees, such as friends, family or those with whom you have a significant relationship, are not suitable.

## Interview

All candidates invited to interview must bring with them original (or certified copy) documents confirming any qualifications relevant to the post, and detailed on their application form. Any discrepancies will be discussed. Where originals or certified copies for the successful candidate are not available written confirmation from the awarding body must be obtained.

All candidates must also bring to interview **original documentation** as per their interview invitation email.

## Conditional offer of appointment

Any offer to a candidate is made on a conditional basis subject to:

- Receipt of at least two satisfactory references. For a teaching post one of these *must* be from the Headteacher of current school
- Confirmation of Right to Work in the UK
- Verification of identity, qualifications and professional status (if applicable)
- Clearance by the Disclosure and Barring Service
- DCSF Barred List Check, the Protection of Children Act List and Prohibition Order check verifying that you are not barred from working with children (where applicable)
- If the candidate has worked or been resident overseas in the last five year, such checks and confirmation as required in accordance with statutory guidance. For those from within the EEA an Overseas check through the DfE
- Self-declaration of fitness for the post offered (plus occupational health check if applicable)
- Verification that you are not prohibited from teaching (where applicable)
- Where working in a management position, clearance from the Management Prohibition Check S128
- Clearance via social media check
- For teaching staff, confirmation of QTS and completion of statutory induction period
- For support staff, completion of the probationary period