



# Soar Valley College

## ADMINISTRATIVE ASSISTANT (SEND)



**ASPIRE ENJOY ACHIEVE**

**SOAR VALLEY COLLEGE**  
GLENEAGLES AVENUE, LEICESTER, LE4 7GY

TEL: 0116 2669625 FAX: 0116 2660634 EMAIL: [enquiries@soarvalley.leicester.sch.uk](mailto:enquiries@soarvalley.leicester.sch.uk)



# Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

Dear Applicant

**Administration Assistant – Learning Development Department (SEND)**

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 communication, administrative and organisational skills to join our outstanding school, and make a significant contribution to our constant drive to achieve the best possible outcomes for all of our students.

Our Learning Development Department (which is what we call our SEND department) is a crucial part of the school, offering support for a range of learning needs and ensuring students across the full ability range achieve their best. This post provides invaluable administrative support for the team, and in particular for the SENDCo.

The team are led by an exceptional SENDCo, who leads the way in the city on various aspects of support for children with the highest levels of need. She has also supported other schools and shares best practice widely. The team is a large one, with other teachers and a great team of Teaching Assistants too. The staff work very effectively together and achieve excellent outcomes for our students, of which we are very proud. This administration post is key to our successes with these students, who need and deserve the very best we can give them. Without excellent admin support, none of the great work can happen effectively, it underpins everything!

Obviously, I'm biased, but Soar Valley is a great school and a super place to work. We believe we have a unique ethos, which is all based on valuing the effort students put in, and not just the academic outcomes they achieve. All can achieve, and they do! Even more pleasing though, are the superb relationships we have in the school, between all. We are a very cohesive staff team and are genuinely very inclusive. Our low staff turnover, and the fact that some come back to us, are testament to this. We provide an excellent organisation to begin or continue your career in the education sector, and I hope you feel inspired to apply to join us!

Plenty of further information in respect of this vacancy and the school can be found in this pack and on our website, which will assist you in completing your application. 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) and we will get back to you as soon as possible.

Once again thank you for showing an interest in the post and I look forward to receiving and reading your application. Please note the closing date of Thursday 23 January 2025.

Yours faithfully,

Julie Robinson  
Principal



# Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

## 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.aspirelp.uk](http://www.soarvalley.aspirelp.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 the number of students per year group 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 2024 and 2023 puts us amongst the best schools in the country (at least the top 7%), 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, around 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 professional development 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. For example, 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 our Wellbeing Charter compiled by staff is included in this pack.

Many of our staff, both from the teaching and support staff teams, 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, art, and SEND, 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), an alliance of schools in the city offering 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.

Updated January 2025



## JOB DESCRIPTION ADMINISTRATIVE ASSISTANT (SEND)

Hours: 35 hours per week, 8.30am – 4pm x 38 weeks + 18 hours in school holiday time (3 Training Days). Daily times can be flexible to some extent.  
Total hours: 1348hrs = 80.62% FTE

Salary: Grade 3 (Points 5-6): £24,790 - £25,183  
Pro rata Salary, based on the hours above: £19,985 - £20,302

### Overall Purpose of the Post

- To offer administrative support to a range of key staff within our SEND and Inclusion teams.
- To add capacity to the above teams and general school administrative provision.
- To coordinate, monitor and develop student records and systems and to act as a central point of reference for key staff.

### DUTIES AND RESPONSIBILITIES

- To provide administrative support to SEND and Inclusion teams.
- To input and monitor student data and produce reports as requested.
- To carry out a full range of administrative tasks such as word processing, phone calls, filing, photocopying and management of resources.
- To compile basic written communication and reports to parents, staff and external agencies.
- To take and disseminate minutes from multi-agency and other meetings.
- To support the recording and dissemination of Pastoral Support Plans.
- To deal with confidential information, including on safeguarding matters, filing and recording as appropriate.
- To ensure that all relevant forms received/sent are complete, accurate and processed correctly.
- To communicate both written and orally with students, parents, staff and outside agencies.
- To assist with paperwork and procedures in respect of the implementation of college behaviour policies.
- To answer enquiries from internal and external callers.
- To undertake other planned and reactive administrative duties, including support for other school leaders etc. as directed by senior management.
- Support with ongoing meetings, hosting visitors.
- To comply with the appropriate Government, Trust and school policies, procedures and systems.
- To follow the requisite procedures and legislation regarding confidential information, e.g. the Data Protection Act.
- To be proactive in the implementation of the school and Trust Equal Opportunities Policy, Health & Safety regulations and Safeguarding Policy.

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 Personnel Manager upon request.

**PERSONNEL SPECIFICATION  
FACULTY ADMINISTRATIVE ASSISTANT**

	<b>Requirements:</b>	<b>E/D</b>
<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment, following written instructions, writing accurate notes and using ICT.</li> <li>• Experience of using computerised systems e.g. Microsoft Word, Excel and other PC based packages.</li> <li>• Experience of working in a school/college environment.</li> <li>• Experience of using school-based management information systems (e.g. SIMS, CPOMS, Provision Map).</li> <li>• Ability to develop systems and procedures as required.</li> </ul>	E E D D E
<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 the Trust's Equality Policies into practice.</li> <li>• Must be sensitive to the requirements of disadvantaged groups and children with special educational needs.</li> </ul>	E E
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent in Maths and English</li> </ul>	E
<b>Attitude &amp; Motivation</b>	<ul style="list-style-type: none"> <li>• Self-motivated and able to motivate others.</li> <li>• Uses initiative to organise own work and works with others to meet deadlines.</li> <li>• Able to multi-task and be efficient.</li> <li>• Able to deal sympathetically but firmly with complaints or conflict.</li> <li>• Enthusiasm for the job and a positive, problem-solving attitude.</li> <li>• Understands and adheres to the need to respect confidentiality</li> </ul>	E E E E E E
<b>Other</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills and telephone manner.</li> <li>• Able to respond calmly, work under pressure and prioritise work.</li> <li>• Able to recognise the importance of Health and Safety issues.</li> <li>• Willingness to undertake training, further qualifications as and when necessary.</li> <li>• Prepared to work occasionally out of school hours to support the school.</li> <li>• Must satisfy all relevant pre-employment checks.</li> </ul>	E E E E E E

D = Desirable E = Essential



# Soar Valley College

A SPECIALIST MATHS AND COMPUTING COLLEGE

**ASPIRE ENJOY ACHIEVE**

## Learning Development

### Department



*"A college with an inclusive vision that is shared by all staff. This shines across all aspects of the college life."*  
External review of SEND Provision, September 2019

At some stage during their education, many students may need additional support with some aspect of learning. The Learning Development Department co-ordinates and provides support for, and liaises closely with, all other departments and the college Inclusion Team.

The Learning Development Department is an experienced, caring and lively team that offers support across the school. We have embraced the challenge of implementing the SEND Code of Practice and we all work towards ensuring this is fully in place. The department is comprised of 3 full-time teachers, which includes the SENDCo, Assistant Head of Department and Assistant SENDCo, and also 19 Teaching Assistants currently, most of whom work across the curriculum. Some are linked to specific departments, such as Maths and English. This includes Teaching Assistants with additional responsibilities, both HLTA and Level 3, for specific areas of need.

Specialist teachers within the department provide strategies and programmes of work to address a range of special educational needs. We work closely with Local Authority specialists including the LCI (Learning, Communication and Interaction) Support Team, Speech and Language Therapy Service, Visual and Hearing Impairment Teams, SEMH Team and Educational Psychology Service. Guidance and CPD is provided for all classroom teachers to assist them with their planning and delivery of the curriculum to students with specific needs.



Our interventions may involve some withdrawal from mainstream lessons and/or in-class support, as well as range of morning interventions carried out during tutor time. Withdrawal enables students to receive specific and focused intervention to accelerate progress in a particular skill area. Typical interventions include literacy programmes, social communication groups, speech and language work to support developmental delay or language development to support bilingual



learners. In Years 7 - 9 we make use of a range of programmes, such as Rapid Plus and PiXL Phonics Programme.

In Year 7 some students are selected to study a number of subjects within a small group situation, delivered by fewer teachers. This environment is beneficial for students who have learning needs and are particularly vulnerable, providing a more gradual transition from primary to secondary education.



Students who have limited English language have a mainstream timetable including withdrawal to participate in an intensive language development programme. Individual strategies are devised to assist teachers in supporting students to access the curriculum. This is enhanced by in-class support. This aspect of the team's work is led by a qualified teacher and supported by Teaching Assistants.

At Key Stage 4 further provision for the development of social, communication and literacy skills is offered, and we have additional courses that students may follow to complement the formal curriculum. This delivery is shared between various specialists within the Learning Development Department and the Inclusion Team, with whom we work very closely.

Outcomes for SEND students is consistently excellent, with high levels of progress across the curriculum, and in fact higher than for their peers without SEND overall in some recent years! An external review of our provision for students with special educational needs was undertaken in September 2019. Feedback was glowing. The structures, quality of support, intervention strategies, assessment and monitoring processes, and much more were all seen to be excellent. Our SENDCo was highly praised by staff, parents, students and the review team for her exceptional knowledge and for going above and beyond for the students in her care.

*“The review team has been overwhelmed by the SEND students at Soar Valley College, they have consistently talked about and demonstrated how they feel safe, happy and optimistic of a successful future. During the student voice several said that “even if they could change anything, they would keep it just as it is”.*

January 2023

# 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.