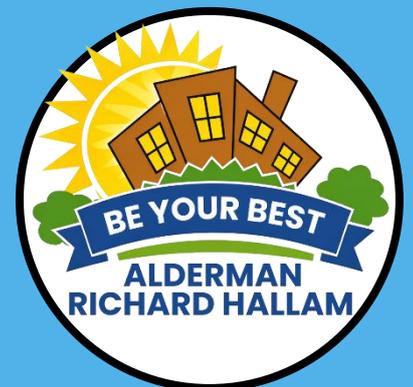


ALDERMAN RICHARD HALLAM PRIMARY SCHOOL

Safer Recruitment and Retention Policy



Safer Recruitment and Retention Policy

SAFE RECRUITMENT, SELECTION AND APPOINTMENTS PROCEDURE FOR ALL STAFF IN MAINTAINED SCHOOLS

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Aim

The safe recruitment of staff is the first step to safeguarding pupils and we will ensure all staff employed are appointed in accordance with current legislation, safer employment advice, employment best practice, and are paid correctly and in accordance with the appropriate Regulations.

Alderman Richard Hallam Primary School is committed to safeguarding and promoting the welfare of children in education and is committed to following the statutory guidance Keeping Children Safe in Education 2025. All staff are expected to share this commitment.

The procedure shows clearly what Alderman Richard Hallam Primary School (ARH) needs to do from the beginning of the recruitment process through to appointment and contract, and where further advice and guidance can be obtained from within the HR services. By having appropriate procedures in place, ARH endeavours to deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them.

The procedure provides a recruitment process that is:

- Structured
- Documented
- Auditable
- Equitable
- Fair
- Transparent
- Legally compliant
- Cost effective

ARH is committed to:

- Ensuring that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- Ensuring that all job applicants are considered equally and consistently;
- Ensuring that no job applicant is treated unfairly on the grounds of any protected characteristics outlined in the Equality Act 2010;
- Ensuring compliance with all relevant legislation, recommendations and guidance;
- Ensuring that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with, the provisions of this policy. Our School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process will ensure the identification of the person best suited to the job at our school is based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

Objectives

- i. Advise and inform the specific requirements of employment legislation and good practice, including safer recruitment.
- ii. Ensure appointments are made in a manner consistent with statutory obligations, Leicester City Council policies and procedures and good employment practice.
- iii. To ensure that the payment of staff is in accordance with agreed pay rates.
- iv. To ensure Statements of Particulars for Teaching Staff and Contracts for Support Staff are issued within statutory time scales and in accordance with Conditions of Service.

Section One - Recruitment Overview

Responsibility for Recruitment

The Local Authority (LA) is the employer of staff in maintained schools, with the Governing Body and Headteacher having delegated responsibility for recruiting, selecting and managing staff.

For the appointment of teaching and support staff, the Governing Body, after deciding to recruit to the vacant post, will normally delegate this responsibility to the Headteacher. The Headteacher may wish to include one or more governors in the selection process, depending on the post.

For the appointment of a Headteacher and Deputy Headteacher, the full Governing Body will establish a selection panel. A representative of the Strategic Director, Children's Services, may also be present to offer advice. The full Governing Body are required to ratify the appointment following the recruitment and selection process before an offer is made.

For the appointment of a Headteacher, the 'Appointing a new Headteacher procedure' should also be used in conjunction with this procedure. It is the responsibility of our Governing Body and Senior Leadership Team to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with KCSIE 2025 and legal requirements.
- Monitor the school's compliance with them.
- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school including online searches as part of due diligence.
- To monitor contractors' and agencies' compliance with this document.
- Promote the welfare of children and young people at every stage of the procedure.
- Attend training in Safer Recruitment which is regularly updated.

Legislation

A brief overview of the legislation that has a direct impact on the recruitment process and employment relationship is provided below; further information on any of the Acts or Regulations can be found online.

- The Local Government and Housing Act 1989 - *requires that all appointments within the Local Authority are made on merit*
- The Equalities Act 2010 – *makes it unlawful to discriminate against or treat people unfairly because of one or more protected characteristic e.g. Gender, Race, Disability*
- The Employment Rights Act 1996 – *the right to be provided with a statement of particulars/contract of employment within 8 weeks of commencement. The Act also covers numerous provisions throughout the employment relationship, up to and including termination of employment*

- Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 - *the right to equal treatment, pro rata, with their full-time equivalents*
- Fixed Term Employees Regulations 2002 – *the general right to be treated no less favourably than comparable permanent employees, unless that less favourable treatment can be objectively justified*
- The School Staffing (England) Regulations 2009 – *provisions relating to the staffing of maintained schools*
- Immigration, Asylum and Nationality Act 2006 – *legal obligation on employers to ensure employees have the right to live and work in the UK*
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 – *duty on the individual to disclose details of spent and unspent convictions, providing it has been made clear the post is exempt from the Rehabilitation of Offenders Act 1974*
- Safeguarding Vulnerable Groups Act 2006 as amended (in particular, by the Protection of Freedoms Act 2012) – *covers regulated activity and DBS' ISA Children's Barred List*
- Keeping Children Safe in Education September 2025.

Best Practice Recruitment

Effective recruitment is fundamental to ARH's success. Finding people with the necessary skills, experience, qualifications and attributes will enable ARH to deliver a high-quality standard of education.

This procedure is designed to help appoint the best person for the job. It will also help to ensure that ARH recruits a diverse workforce and that recruitment practices are fair, equitable and transparent, with a process that is cost effective.

ARH recognises the need to increase the diversity of its workforce in order to reflect the community that we serve. Recruiters need to be fully aware of equalities legislation and understand how discrimination can occur both **directly** and **indirectly** in the recruitment process.

ARH also need to ensure that the school is committed to safeguarding in the recruitment process, ensuring the safety and welfare of all children and young people. At least one panel member **must** have undertaken safer recruitment training and be in the possession of a valid certificate. ARH is aware that compliance with this statutory requirement may be checked by Ofsted.

Ideally, all those taking part in shortlisting, interviewing and selection should have been appropriately trained in recruitment and selection techniques. However, where this has not been achieved, **at least one** person taking part in the process should have received relevant training.

Where applicants indicate that they have a disability and they meet **all** the essential criteria for the post, ARH **must** shortlist these candidates.

Safer Recruitment

ARH have a statutory duty to safeguard and promote the welfare of children and young people. This includes doing everything possible to prevent appointing people who may pose a risk to children and young people by ensuring safer recruitment practices are followed.

At least one member of the recruitment panel must have completed the safer recruitment training, and be in the possession of a valid certificate, to comply with the mandatory requirement under the School Staffing Regulations. This is also underpinned by inspection requirements imposed by Ofsted.

The ARH policy statement on safeguarding is included with the application pack.

For further information on safer recruitment and safer employment, please go to <https://schools.leicester.gov.uk/services/hr-services/safer-employment/>

For further information regarding safer recruitment training please go to <https://schools.leicester.gov.uk/services/hr-services/training-and-workshops/>

Section Two - The Recruitment Process

Associated Policies and Procedures

The following ARH and Local Authority policies, procedures and documents should also be referred to as part of the recruitment and appointment process:

- Appointing a new Headteacher Procedure
- Temporary Employment Policy
- Redeployment Procedure – contact HR for further information
- Flexible Working Policy
- Pay Policy
- School Teachers' Pay and Conditions Document (STPCD) (including part time teachers' calculations)
- Probation Procedure (Support Staff)

Pre-advertising

Before commencing the recruitment process, the Headteacher and Deputy Headteacher should be satisfied that there is a genuine need to fill the vacancy.

Consideration should first be given to existing temporary employees, part-timers and/or jobsharers, through internal advertising. Consideration should then be given to redeployees within the Authority, where the school has adopted the redeployment procedure. The recruitment process will still be followed for internal vacancies and redeployment opportunities; there is no right to a direct slot for individuals.

Advertising

All posts must be advertised; the Headteacher and Governing Body are responsible for adopting the most appropriate method.

Examples of advertising methods used at ARH are:

- Internal* (notice boards, email alerts) – providing opportunity for progression amongst existing employees
- External* (local media, national media, online recruitment websites such as Eteach) – widening the pool of potential applicants

* In line with The School Staffing (England) Regulations 2009, all Headteacher **and** all Deputy Headteacher vacancies should be advertised **nationally**, in such a manner as the Governing Body considers appropriate unless it has good reason not to. The only scope for good reason not to advertise and conduct a selection process is provided in paragraphs 2.16 to 2.21, under sections 35(8) and 36(8) of the Education Act 2002, which can be accessed via the following link: [Headteacher and Deputy Headteacher Advertising - Extract from Education Act 2002](#)

All adverts should include:

- Brief details of the job
- Salary & salary range
- Permanent/Temporary
- Full Time/Part Time
- Hours/Weeks per year (if applicable)
- Start date & end date (if temporary / fixed term)
- Contact details
- Closing date & interview date
- A statement about ARH's commitment to safeguarding and promoting the welfare of children and young people
- The post is subject to an enhanced DBS clearance
- Other relevant checks associated with the post

ARH Recruitment Packs

ARH Recruitment Packs will be made available, via the Eteach website, for positions that are advertised by the school. These packs include: the job description, person specification, information about the school, testimonies from colleagues and a welcome message from the Headteacher and Deputy Headteacher.

Job Descriptions (JD)

The job description outlines the main duties, tasks and responsibilities/objectives of the post, and should also include the job title, pay scale and line management responsibility.

All job descriptions **must** make reference to the responsibility for safeguarding and promoting the welfare of children and young people.

Any existing job description should be reviewed prior to advertising the post to ensure it is current and meets the needs and requirements of the role.

The job description will be included in the application pack for candidates.

ARH has adopted the Single Status Agreement; the new job descriptions for support staff can be accessed via: <https://schools.leicester.gov.uk/services/hr-services/job-evaluation/>

Person Specifications (PS)

The person specification sets out the skills, knowledge, experience and attributes required to perform the duties and responsibilities of the role, this includes experience and qualifications.

All person specifications include a specific reference to the suitability to work with children and young people and will contain a section on safeguarding and promoting the welfare of the children in our school.

The person specification is the document which will be used to shortlist applicants and form the basis of the interview questions. Each criteria should be marked essential or desirable.

Any existing person specification should be reviewed prior to advertising the post to ensure it is current and meets the needs and requirements of the role.

The person specification should be included in the application pack for candidates.

ARH has adopted the Single Status Agreement; the person specifications for support staff can be accessed with the job descriptions via the above link.

Application Forms

ARH uses Eteach as their recruitment platform. Candidates must complete the application form on the Eteach website both for internal and external posts. CVs will not be accepted. This is to ensure all candidates are asked the same questions and are asked to provide the same core data and supporting evidence, ensuring a fair and consistent approach. Application forms also aid the selection process by ensuring ARH has all information in an equitable manner.

In order to ensure the recruitment process is compliant with the Equalities Act 2010, and that ARH is not open to a challenge of discrimination, only personal details required for processing the application form are contained in the main body of the form. Other personal details, which may identify protected characteristics, and are not required until after shortlisting, are contained in a separate section of the Eteach form. Following the process below will help to ensure candidates are objectively shortlisted based on merit of qualifications and experience.

The equality monitoring information is also contained on a separate section of the Eteach form. This information does not form any part of the recruitment process and is only required in order to help the Council monitor the effectiveness of the Equal Opportunities Policy and, should a complaint on the grounds of discrimination be received, help defend such a claim.

The personal details section will only be referred to after shortlisting, to invite candidates for interview, and will be viewed at this stage. Where desirable criteria have been used to reduce the shortlist of candidates, ideally, a member of staff not involved in the recruitment process must check the equality monitoring forms to ensure any disabled applicants meeting all the essential criteria have been shortlisted.

The Eteach form will include the applicant's declaration regarding conviction and working with children and will make it clear that the post is exempt from the provision of the Rehabilitation of Offenders Act 1974. Should an applicant declare a criminal conviction on their application, the additional information provided should be reviewed **after** shortlisting has taken place. Where the candidate has been shortlisted, the additional information may then be reviewed (**by the recruiting panel only**) with a view to discussing it with the candidate at interview. In exceptional cases, a decision may be taken to reject the candidate

on the basis of this information. It is permissible to seek further information regarding the conviction at interview. Having a criminal conviction does not automatically bar someone from working within ARH. This depends on the nature of the position and background and circumstances of the offence.

It is unlawful for our School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at our School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS. Where applications have an electronic signature, the successful candidate will be asked to physically sign a hard copy of their application during their induction meeting with the HR Manager.

For further information regarding convictions, please email the HR manager at schools.hr@leicester.gov.uk detailing your requirements and numbers.

Panel

Ideally, the recruitment panel should consist of an odd number, usually 3 or 5, to ensure a majority decision can be reached. The panel should be representative as far as possible, in terms of gender, race etc.

The same panel members should undertake the shortlisting and interviewing of candidates. At least two members of the interview panel should undertake the shortlisting.

Shortlisting

All applicants should be shortlisted against the person specification criteria, measurable from the application form, by completion of the shortlisting matrix. This will provide an audit trail of how candidates were objectively shortlisted for interview or rejected.

All panel members should review the applicants separately, before discussing the shortlist as a group, and inviting successful candidates for interview.

Where an applicant meets **all** the essential criteria, they **must** be shortlisted. However, where there is a large pool of applicants, it may be necessary to reduce the shortlist using the desirable criteria, in which circumstances the same rules must be applied to all candidates.

Applicants must ensure that they demonstrate through their application how they meet the essential criteria outlined in the person specification. In rare circumstances, an application that does not fully meet the essential criteria outlined above may still be considered for shortlisting, however applicants must then demonstrate missing criteria through the interview process to be successful.

Where it is necessary to shortlist using the desirable criteria, you must ensure that an independent member of staff checks the equality monitoring form (after shortlisting) to ensure any disabled applicants who meet **all** the essential criteria only are called to interview. The equality monitoring form **must not** be reattached to the application form.

When shortlisted candidates are invited to interview, the school will ensure online searches are conducted to look for safeguarding concerns and general reputational issues across four broad categories: extremism and hate speech; violent images; nudity; toxic language, swearing and profanity. This will include looking at an individual's social media accounts. To aid in this process, when invited to interview, candidates will be asked for their handles/account names for Facebook, Twitter and Instagram and any other social media platforms they regularly use. A Google search will also be conducted. Online searches will be conducted by a senior member of staff who is not involved in the recruitment process; they will report to the recruitment panel only on relevant findings to ensure the panel does not discriminate. Based on the report made, the panel will: assess the content; determine whether or not it needs to be discussed with the candidate; and, if discussed with the candidate, assess their answers and determine their suitability for appointment.

Interviewing

At least one member of the recruitment panel **must** be Safer Recruitment trained and be in the possession of a valid certificate.

There will be a face-to-face interview wherever possible, (circumstances and environment permitting) and a minimum of two interviewers will see the applicants for the vacant position.

All candidates should be asked the same standard questions, which should be derived from the person specification. Questions of a personal nature or unrelated to the requirements for the role must be avoided. Supplementary questions, known as probing questions, may be asked in order to obtain further information to fully answer one of the set questions. Any supplementary questions should be noted on the interview record form. The interview will enable the panel to explore any anomalies or gaps in employment which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria and in line with Safer Recruitment Training.

At least one question should be asked to explore the individuals' motives, attitudes and behaviours in relation to working with children and young people.

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form. At least one member of the recruitment panel **must** be Safer Recruitment trained and be in the possession of a valid certificate.

Each panel member should be provided with an interview record form (pre-prepared with the standard questions and expected responses) for each candidate, and each should record the answers given during the interview. The panel members should then independently score the responses, in line with the person specification, using a consistent system e.g. 1 to 5 where 5 fully answers or exceeds the expected response. The score should be recorded on the form.

The recruitment panel should then compare the individually scored interview records and, where a consensus view is obtained, the offer should be made to the candidate with the highest mark. Where a consensus decision is not reached, the reasons for differences in scoring/ranking of candidates should be discussed and recorded. The offer will then be made to the candidate with the highest mark based on a majority vote.

Where a test (including in-tray tasks and observations) also forms part of the recruitment process, the feedback may be recorded on the interview record form and taken into account when reaching the final decision.

All appointments will be made on merit.

Testing

All candidates should be given the same test, the same equipment and the same amount of time in which to complete the task(s).

The tests should be marked using a consistent marking system, e.g. 1 mark for each correct answer. The test marks should be aggregated with the interview marks, or weighting applied to the interview and test results as agreed before the start of the recruitment exercise. The test results should be recorded on each candidate's interview record form.

Observations

Candidates may be subject to an observation. Information regarding the observation will be sent to candidates via email or post; this will include details about the Year Group and subject.

Correspondence

All correspondence will be sent in a timely manner by the Finance and HR Manager or Deputy Headteacher to ensure candidates are kept fully informed and updated.

Retention of Paperwork

All paperwork in respect of recruitment exercises must be retained for a period of 12 months in respect of unsuccessful candidates. This includes all application forms, shortlisting matrices, interview records and test records (if applicable), and should include confirmation of the candidate appointed. The paperwork in respect of the successful candidate should be held on their personnel file.

Section Three – Pre-Employment Checks

All offers of employment (including verbal offers) **must be conditional** until satisfactory clearance of all pre-employment checks has been received, at which point an offer can be confirmed.

Disclosure and Barring Service (DBS)

All new appointees are required to undertake a new Enhanced DBS check for Regulated Activity, unless they:

- (a) are currently employed by, or volunteer for, Leicester City Council (either within a school or elsewhere within the Local Authority) and meet the requirements detailed below;
- (b) are a member of the DBS Update Service, and meet the requirements set out on page 14.

Once the successful candidate has been appointed, they will be contacted by the Finance and HR Manager to confirm all relevant paperwork, including being sent a link to DBS check management service. If applicable, the candidate will bring their current original enhanced DBS Disclosure from Leicester City Council (or, if the individual is a member of the DBS Update Service, from another organisation) to the Finance and HR Manager for verification by the school that a new check is not required. The candidate will be required to complete a disclosure declaration confirming that they have no new convictions, cautions, warnings or reprimands and are not aware of any ongoing police investigations currently being undertaken.

DBS Barred List Checks

From the 1st April 2021, standalone checks of the children's barred list will be administered by the Teaching Regulation Agency (TRA) on behalf of the DfE. ARH will ensure that they see the original (paper) DBS certificate for all new appointments in regulated activity with children. A digital certificate or letter of clearance is not acceptable.

Existing employees of the school with a current valid Enhanced Disclosure

A new DBS Check does not need to be obtained providing the individual provides their most recent original DBS Disclosure Certificate, which meets the following requirements:

- The check **must** have been conducted by Leicester City Council no more than three years ago (as at the date of the offer).
- It **must** be at the Enhanced Level.
- It **must** include a check against the DBS' Children's Barred List (which confirms that the individual is not barred from working with children).
- They have not had a break in service of three months or more since this check.

If an individual is unable to provide the original disclosure, please contact the Safer Recruitment Team to verify the above. A new Enhanced DBS Check will be required if **any** of the above requirements are **not met**.

If the individual's DBS Disclosure meets the above requirements, in order to complete the checking process, they will need to complete a DBS Disclaimer Form <https://schools.leicester.gov.uk/services/hr-services/safer-employment/disclosure-and-barring-service-dbs/> confirming that they have not been subject to any criminal sanctions since their last Disclosure was issued. A further DBS check should be sought as confirmation of any declaration of criminal record information made on this form, and such information will need to be risk assessed to determine any impact on the individual's new post. The Disclaimer Form makes it clear that a failure to declare relevant information may be considered a disciplinary matter.

If the original DBS Disclosure Certificate provided criminal record information, or information from Police records, this will need to be risk assessed in relation to the duties and working environment of the new post. This is because criminal record information that is not relevant to one role may be highly relevant to another, for example, an offence relating to theft or fraud may not be of significant concern for an individual who does not have responsibility for finance or assets, but may be very relevant if such responsibilities are part of a new role.

To assist with this process, with the individual's written consent, the Risk Assessment conducted when the DBS check was originally obtained can be provided by the Safer Employment Team to the Recruiting Manager. Consent can be given by the individual sending an email from their email account to dbsteam@leicester.gov.uk stating *"I give my consent for the risk assessment documentation relating to the information contained on my DBS Disclosure to be shared by HR with Miss Kedzior"*, or providing a signed hard copy of such a statement by letter. The existing Risk Assessment may provide sufficient information for the Manager to make their decision. However, if further information is required, the individual can be invited to a Contra-Indicator Risk Assessment meeting. Please refer to The DBS Contra Indicator Risk Assessment Procedure in the document library <https://schools.leicester.gov.uk/services/hr-services/safer-employment/contra-indicator-risk-assessments-cira/> for further details.

New or existing employees of the School with a valid Enhanced DBS Check who are Members of the DBS Update Service

Individuals who have subscribed to the DBS Update Service are able to keep their Criminal Record Certificate up-to-date, meaning they can take it with them when moving between jobs/voluntary positions within the same workforce (both within and between organisations), for example, if someone works or volunteers with children for more than one school or organisation.

Schools should ask applicants (including those coming from other schools or from elsewhere in the City Council) if they are members of the DBS Update Service during the recruitment

process. If an applicant has subscribed to this service, you will be able to carry out a free [online 'status' check](#) to find out whether there have been any changes to the individual's Certificate since their original DBS Check was conducted. A further DBS check would only be required should the online check highlight that there has been a change to the Applicant's record. To undertake a DBS online status check you will need to:

- take a copy of the individual's DBS Certificate (with their consent). Check that the Certificate: (1) is at the Enhanced Level; (2) relates to the 'Children's Workforce'; (3) includes a Children's Barred List Check confirming that the individual is not barred from working with children; and (4) is Genuine: DBS Certificates have three important security features: a 'crown seal' watermark repeated down the right hand side, visible both on the surface and when holding it up to the light;
 - a background design featuring the word 'Disclosure', which appears in a wave-like pattern across both sides of the certificate. The pattern's colour alternates between blue and green on the reverse of the certificate;
 - ink and paper that change colour when wet
- request the individual's consent to carry out an online 'status' check;
- email a request for the online status check to be undertaken to the Business Service Centre (BSC) (dbsteam@leicester.gov.uk). This request will need to include:
 - Confirmation that the Applicant has given their consent for you to take a copy of their Certificate and for the online status check to be undertaken;
 - The DBS Certificate Number;
 - The current Surname of the DBS Certificate Holder (as specified on their DBS Certificate);
 - The Date of Birth of the DBS Certificate Holder (as recorded on the DBS Certificate).

The online status check will be conducted and the response emailed to you within 48 hours.

The individual's consent for the first two points above must be recorded on the '[DBS Update Service – Consent Statements' Form](#).

For the Pay and Benefits Team's records, as soon as possible the copy of the Applicant's DBS Certificate and their signed consent form should either be scanned and emailed to dbsteam@leicester.gov.uk, or hard copies sent in the internal mail to: BSC, Employment Service Centre, 2nd Floor, Sovereign House marked 'strictly private and confidential'. **Copies of Certificates must not be retained by Schools.**

New employees of the school or individuals without a current valid Enhanced Disclosure

Following the verbal conditional offer of appointment (or after governor ratification for Headteacher or Deputy Headteacher posts), the successful candidates' completed DBS

Application should be forwarded to the school to be verified. This is then submitted to the Local Authority to enable them to carry out the DBS check.

The result of the Disclosure will be returned by the DBS to the individual **only**. This means that you will need to ask the individual to share their DBS Certificate with you when they receive it, the details are then entered onto the Single Central Record.

Where a contra-indicator, i.e. criminal record information or non-conviction information from police records, appears on a Disclosure, you will need to carry out a risk assessment to determine whether this has any bearing on the individual's suitability for the role using this should be done using the DBS Contra Indicator Risk Assessment Procedure. This can be found in the document library <https://schools.leicester.gov.uk/services/hr-services/safer-employment/contra-indicator-risk-assessments-cira/> Completed risk assessments must be provided to hroperations@leicester.gov.uk Support in undertaking risk assessments can be sought from your nominated HR Adviser/ Assistant HR Adviser [https://schools.leicester.gov.uk/services/](https://schools.leicester.gov.uk/services/hr-services/)

Information relating to all checks/employees

In the rare circumstances that an unsatisfactory DBS clearance is received, providing the offer of appointment has been made 'subject to satisfactory clearance', and not confirmed, the conditional offer of appointment may be withdrawn. In these circumstances, ARH will seek advice from their Human Resources Adviser.

New appointments will not be set up on the payroll system until the DBS application, Disclaimer Form or DBS Barred List Check (see below) has been processed and the conditional offer of appointment **cannot be confirmed** until satisfactory DBS clearance is received or verified.

Our School operates a formal procedure if a DBS Certificate is returned with details of convictions:

- Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:
 - the nature, seriousness and relevance of the offence;
 - how long ago the offence occurred;
 - one-off or history of offences;
 - changes in circumstances,
 - decriminalisation and remorse
- A formal meeting will take place face-to-face to establish the facts with a representative of the Senior Leadership Team (SLT) and Governing Body and a decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the SLT will evaluate all of the risk factors above before a position is offered or confirmed.

- If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, ARH may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

The school will undertake DBS checks on annual basis of a cross-section of all roles within the school. Four staff members, as a minimum, will be selected at random for this process. Further guidance on DBS checks is available at: www.gov.uk/dbs

DBS Referrals

Our School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the school despite being barred from working with children; or
has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to a child.
- If the individual referred to the DBS is a teacher, our school may also decide to make a referral to the Teaching Regulation Agency.

Supervision Arrangements & ISA Children's Barred List (Formerly 'List 99')

The Independent Safeguarding Authority (ISA) maintains a list of those who have been barred from working with children and young people.

All individuals who work in schools on a frequent (i.e. once a week or more) or intensive (i.e. on four or more days in one month) basis, or overnight (between 2 and 6am), are engaged in 'Regulated Activity' under the Act. A person who is barred from working with children cannot work in Regulated Activity with children, therefore it is a statutory requirement that a check of the DBS' ISA Children's Barred List is conducted for all newly appointed staff. This check is usually undertaken as part of an Enhanced DBS Check however the Barred List can be checked online by HR in **exceptional circumstances**.

Whilst it is not best practice, there is provision for supervision arrangements to be put in place where DBS clearance has not been received by the expected start date. Such arrangements can only be put in place if the completed DBS Application Form has been submitted to the Local Authority for processing.

A check against the Barred List **does not** negate the need for a DBS Disclosure clearance.

The supervision arrangements procedure and risk assessment (for employment commencing subject to DBS check) can be accessed via

<http://schools.leicester.gov.uk/home/management/hr/safer-employment/safer-recruitment->

[policies/](#) and <http://schools.leicester.gov.uk/home/management/hr/safer-employment/document-library/> respectively.

Secretary of State Prohibition Orders (Teaching & Management roles)

In all cases where an applicant is to undertake a teaching role of any kind, a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at offer stage. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.

Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency.

Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so. A section 128 direction 39 prohibits or restricts a person from taking part in the management of an independent school.

A person who is prohibited is unable to participate in any management of an independent school, a governor on any governing body in an independent school, or a management position that retains or has been delegated any management responsibilities. A check for a section 128 direction will be carried out using the Teacher Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.

Identity Checks

ARH will confirm the applicants' identity in order to determine that the identity is genuine, and the individual is rightfully using that identity.

Proof of identification should include name, date of birth, address, photographic identification and National Insurance number. Documents that can be evidenced include:

- a current photographic driving licence or passport
- a full birth certificate
- utility bill or financial statement that shows the candidate's current name and address (not more than 3 months old)
- change of name documentation (if applicable)

Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration), they will be required to provide documentary evidence of the change.

A conditional offer of employment **cannot** be confirmed until the **original** documents have been verified.

This can usually be done at the same time as checking the DBS documentation (where applicable) and the Right to Work in the UK.

The Right to Work in the UK

All new appointees are required to provide evidence of the Right to Work in the UK. A conditional offer of employment **cannot** be confirmed until the **original** documents have been verified.

Under the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ anyone who is not entitled to live or work in the UK.

Documents to establish someone's entitlement to work must be evidenced from List A (not subject to immigration control / no restriction on right to stay) or List B (granted leave for a limited period and/or restrictions on Right to Work). List A and List B documents can be viewed at [The Right to Work in the UK Checklist](#)

Comprehensive advice on checking documentation can be obtained via the following link: <http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/currentguidanceandcodes/comprehensiveguidancefeb08.pdf?view=Binary>

It is a legal requirement of the employer to retain the evidence of an applicant's Right to Work, therefore the document you have evidenced **must** be photocopied and kept in the individual's personnel file.

This can usually be done at the same time as checking the DBS documentation (where applicable) and the candidate's identity.

Health Checks

All new appointees are required to complete a Health Assessment Questionnaire (HAQ), except where the employee is transferring within the City Council **without** a break in service, unless the new job role is distinctly different to that from which they are transferring e.g. may now involve lifting, driving etc.

The review of medical information about new appointees ensures the school and Leicester City Council meets its obligations under health and safety and disability legislation, and fulfils the duty of care to all employees. It is important to ensure that new employees are not placed in a situation where a pre-existing medical condition could be aggravated by the requirements of the new job role.

All HAQs should be submitted initially to the school who will then determine whether a Pre Employment referral to Occupational Health is required. This will then be requested through Optima Health via the online system at [Optima Health - Azure Login](#). The school should request the relevant questionnaire be emailed or posted to the employee with information for the employee to complete online. This questionnaire will then undergo scrutiny either by auto clearance or manual scrutiny. You are then able to track the referral online to ensure completion and submission by the employee.

There are three outcomes following the completion of the health questionnaire:

- Cleared as fit for the proposed duties
- Progress for further interventions
- Progressed to request further medical evidence

Further information and guidance on occupational health is available at:

[School's Extranet](#)

The conditional offer of appointment **cannot** be confirmed until satisfactory clearance is received.

ARH is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Qualifications

Qualifications must be evidenced where they are an essential requirement for the post. ARH will ensure that all staff are suitably qualified and should evidence **original** documentation. A copy of the documentation should be retained on the personnel file for the successful candidate.

Qualified Teacher Status (QTS)

From 1st April 2012, teachers are no longer required to register or pay a fee to the DfE agency (formerly GTCE).

The Teaching Agency will maintain a database of individuals awarded QTS and who have passed or failed induction. Whilst it lies with each school to ensure that all staff are suitably qualified, the Pay and Benefits Team, as part of the LA's statutory function, will check the database on the school behalf. Any concerns identified will be advised to the school.

Qualified Teacher Learning and Skills (QTLS)

From 1st April 2012, further education (FE) teachers who have been awarded QTLS by the Institute for Learning (IfL) and are members of the IfL will be recognised as qualified teachers in schools and continue to be recognised as qualified teachers providing they remain a member of the IfL.

QTLS teachers can be appointed to permanent posts in maintained schools and be paid on the qualified teachers' pay scale.

An individual with QTLS status and membership of the IfL will automatically be recognised as a qualified teacher in schools. There is no need for them to apply to the Teaching Agency for QTS. A certificate from the IfL is sufficient evidence.

The IfL holds and maintains the database of all QTLS holders. Schools will need to check with the IfL that a teacher has QTLS status before they are offered a post as a qualified teacher. The school will also need to undertake an annual check to confirm continued membership.

Telephone: 0844 815 3202 Email: qtls@ifl.ac.uk

Further information on QTLS can be obtained from

<http://www.education.gov.uk/schools/careers/traininganddevelopment/qts/a00205922/qtls-guidance>

Overseas Trained Teachers (OTT)

Overseas Trained Teachers can be appointed, subject to demonstrating their eligibility to work in the UK and the following:

- Teachers who qualified in the European Economic Area (EEA), Switzerland, USA, Canada, New Zealand or Australia are usually eligible for QTS without further assessment. These teachers will need to produce confirmation from the Teaching Agency that QTS has been awarded.
- Teachers who qualified outside the European Economic Area (EEA), (excluding Switzerland, USA, Canada, New Zealand and Australia) will need to evidence their non UK Qualified Status by obtaining accreditation for the UK equivalent via UK NARIC www.naric.org.uk **and** complete the Overseas Teacher Training Programme in order that they may subsequently be awarded QTS. Completion of the OTT Programme must be within four years of being employed in England, and until QTS has been obtained, the appointment must be as a temporary unqualified teacher.

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal record check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Further information can be found in the Overseas Trained Teachers document or obtained from <http://www.education.gov.uk/schools/careers/careeropportunities/overseas-trainedteachers>

References

In line with Safer Recruitment practices, references must be taken up after shortlisting, for all candidates called to interview, using the standard reference proforma (see section two). Please note that the Equality Act 2010 makes it unlawful in general circumstances for employers to ask about a candidate's health prior to an offer of employment being made. To ensure that schools do not fall foul of the legislation, the pre-employment health question is now included on the last page of the reference proforma. **This page should be removed by a member of staff prior to references being considered** (if this has not already been carried out by the referee), and only taken into account once the preferred candidate has been conditionally offered the post (pending satisfactory pre-employment clearances).

The job description and person specification need to be enclosed with the reference proforma.

All applicants are expected to provide the details of two referees, one of which should be their current or most recent employer (if applicable). Where they are not currently working with children, but have done so in the past, one referee must be from the employer by whom they were most recently employed in work with children (or vulnerable adults if they have never worked with children but have worked with vulnerable adults).

If the candidate has just completed full-time education, they will need to provide the name of the Headteacher or other professional as a reference.

If they are self-employed, they will need to provide details of someone who can provide a professional reference.

References from relatives or people writing solely in the capacity of friends **must not** be accepted.

'Open' references (for example, those simply addressed to "To Whom It May Concern") will not generally be accepted.

Other Relevant Information

DfE (Teachers' Pensions)

Part of the LA's statutory duty is to advise the DfE of new teaching appointments in Leicester City, via Teachers' Pensions. The BSC will confirm the appointment via the online system and be provided with an Appointment Statement that outlines a teacher's personal details and service. The BSC will advise ARH when they have any queries or concerns regarding a teacher's appointment.

Supply Staff

The same rules and processes must be followed for directly engaged supply staff in respect of pre-employment checks, on first appointment to the Local Authority, **or** where there has been a break in service of 3 months or more. Payment will be assessed by ARH's HR Team for directly engaged supply staff, in line with the STPC Document. In respect of agency supply staff, the agency is responsible for all checks, but ARH must be satisfied these have been carried out.

Single Central Record (SCR)

All new appointees (including supply staff) must be entered onto the SCR, confirming the pre-employment checks undertaken, including the ISA Barred List (List 99) check and DBS details. This statutory requirement now forms part of the Ofsted criteria and is required to be evidenced during Ofsted inspections. There is no need to submit the SCR to the LA when new appointees are added. On request, annual audits can be undertaken by the Safer Employment Team, who will contact the school directly with feedback. Further information can be obtained from the safer employment document library

<https://schools.leicester.gov.uk/services/hr-services/safer-employment/single-central-record/>

The SCR is audited on a number of occasions throughout the academic year by a variety of stakeholders including: The Headteacher, Deputy Headteacher, DSLs and the Safeguarding Governor.

Record Retention/Data Protection

ARH is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, our School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, for example to enable reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by our School for the duration of the successful applicant's employment with the School. The same policy applies to any suitability information obtained about volunteers involved with School activities.

ARH will retain all interview notes on all unsuccessful applicants for a period of 12 months, after which time the notes will be confidentially destroyed. The retention period is in accordance with the UK GDPR.

Ongoing Employment

ARH recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff.

Section Four - Pay & Contracts

Offer of Appointment

The letter confirming the **conditional** offer of appointment should be sent to the successful candidate as soon as possible after the conditional verbal offer has been made. The relevant paragraph regarding the HAQ should be selected and, if applicable (in **exceptional circumstances**), a paper version of the HAQ enclosed.

The offer of appointment **must only be confirmed** once **all** the pre-employment checks have been satisfactorily completed.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the issue of a contract incorporating our school's standard terms and conditions of employment;
- verification of the applicant's identity (if not previously been verified);
- the receipt of two references which our School considers to be satisfactory.

For positions which involve "teaching work":

- The School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency (formerly National College for Teaching and Leadership), or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
- The School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
- Where the position amounts to 'regulated activity', the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory.
- Where the position amounts to 'regulated activity', confirmation that the applicant is not named on the Children's Barred List;
- Confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- Verification of the applicant's medical fitness for the role;
- Verification of the applicant's right to work in the UK;

- Any further checks which are necessary as a result of the applicant having lived or worked outside of the UK;
- Verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where not previously verified).
- Where a position amounts to 'regulated activity', our school will consider which checks are appropriate, however, it is likely that in nearly all cases, our school will be able to carry out an enhanced DBS check and a Children's Barred List check.

New Starter Declaration Form

This is given to new starters during their first meeting with the Finance and HR Manager.

<https://schools.leicester.gov.uk/services/payroll/payscales-and-contracts/>

The new starter declaration form includes Bank Details, Tax Declaration and Death in Service/Emergency Contact Details, and needs to be issued to **all** new employees.

The new starter form must be returned in line with published payroll deadlines <https://schools.leicester.gov.uk/services/payroll/deadline-and-pay-dates/> to ensure payment can be made in the relevant month, and with correct deductions.

Please note, the death in service nomination is in respect of the Council scheme of payment equal to a contribution of salary for a period of four weeks, and is separate to any death in service nomination made in respect of the pension scheme(s).

Pension

All support staff are automatically enrolled into the Local Government Pension Scheme (LGPS); details of how to opt out of the scheme are attached to their contract which is issued by BSC.

Notification of Appointments

The relevant appointment form (T1 for teaching staff and E106X for support staff) will be submitted to the BSC via AnyComms in line with the published payroll deadlines for payment to be made on time. The school should always retain a copy for the personnel file.

If a notification of appointment is received after the published payroll dates processing will be delayed until the following month.

For temporary/fixed term contracts, an end date must be entered on the form. Where an individual has been employed for a period of 13 weeks or more, they are entitled to be paid until the end of the term in which the employment ends. Where they have not secured alternative employment within a LA, the end date should be the notional end of the term i.e. 30th April, 31st August, 31st December.

It is the responsibility of the school to ensure the appointment form is fully completed and accurate, ensuring pay grades, points and rates are correct, as per the advert and offer, and in line with the relevant pay and conditions document for the post.

All forms must be signed by the Headteacher or, in the case of a Headteacher appointment, by the Chair of Governors.

Where relevant information has been omitted, it may be necessary to return the form to the school for further completion, which may cause delays in processing and potentially incur a charge and/or delay in payment to the individual.

A copy of the new starter form should be submitted with the appointment form. Please note, the individual **cannot** be set up on the payroll system until the DBS application, DBS Disclaimer Form or ISA Barred List Check has been processed by the LA.

Written Statement of Particulars (WSOP):

Teachers

The school will need to produce a draft WSoP for newly appointed Teachers (including Deputy and Assistant Headteachers). It is a legal requirement to issue the statement of particulars within eight weeks of starting employment.

All newly appointed employees are to be provided with a WSoP by their first day of employment.

Schools may issue a draft version and then a final version where it has not been possible to initially confirm all of the essential information. The document can be issued via email where possible.

For Headteacher appointments, the school's HR Team will issue the WSoP, where the school purchase the Headship Admin Package. Where the school conducted their own administration of the Headship, the standard process for Teachers should be followed.

Template WSoPs are available at on the LA's Extranet. Alternatively, the Finance and HR Manager has electronic copies.

Support Staff

It is a legal requirement to provide employees their written statement of particulars (WSOP) by the first day of employment. The school will issue the WSoP to the individual via email. A copy will be placed in the personnel file.

Pensions

Teachers

With effect from April 2013, all teachers (even those that have previously opted out prior to April 2013) will automatically be entered into the Teachers' Pensions Scheme upon appointment. Please note, where a teacher is appointed to an additional contract over and above a full-time contract of 32.5 hours per week this cannot be enrolled into the Teachers' Pensions Scheme, however if this contract has earnings high enough to meet auto enrolment criteria, it will automatically be enrolled into the Local Government Pension Scheme (please refer to the Support Staff section below).

Where a new starter wishes to opt out of the scheme, they must contact Teachers' Pensions directly and complete the relevant form. A valid opt out form must be completed for Leicester City LA 856.

All forms and information are available at <http://www.teacherspensions.co.uk/> or 0845 606616.

For further information on auto enrolment please contact the ESC helpdesk esc@leicester.gov.uk or 0116 252 6099.

Support Staff

With effect from April 2013, all support staff will automatically be enrolled into the Local Government Pension Scheme (LGPS) upon appointment, where they meet the qualifying criteria on age or earnings. However, a Members Details form must still be completed by all new starters and returned directly to The Pensions Section at County Hall.

Where a new starter wishes to opt out of the scheme, they must contact the LGPS administrators directly and complete the relevant form.

All forms and information are available at <http://www.leics.gov.uk/pensions> or 0116 3054000.

For further information on auto enrolment please contact the ESC helpdesk pensionqueries@leicester.gov.uk or 0116 252 6099.

Probation

Teachers

Teachers' probation period is better known as ECT (Early Career Teacher) induction. The induction period usually lasts for the equivalent of six terms, and only applies to ECTs or individuals who have not completed the whole period. Upon satisfactory completion, there is no further requirement to undertake further induction throughout the teaching career, even when moving from one school or LA to another. Induction information is held by the Teacher Agency, and satisfactory completion will be checked by the BSC upon appointment, as part of

the LA's statutory function. ARH will be notified of any concerns or queries. Please refer to the school's ECT Policy for further information.

Support Staff

All new support staff employees are required to complete 6 months, 26 working weeks if term time only, satisfactory probationary service before their appointment is confirmed. Existing members of staff who are promoted, re-graded or transferred from elsewhere in the Authority (including redeployees) who have successfully completed a probationary period may not be required to undertake a further probationary period. If the initial probation period is not yet completed, this will be carried over to the new contract of employment and appointment will not be confirmed until the period has been successfully completed.

For employees with a temporary contract for less than nine month's employment the length of the probationary period is at the discretion of the Headteacher.

Induction Programme

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including the Safeguarding and Child Protection Policy, the Staff Code of Conduct, KCSIE 2025, Safer Working Practice Guidance, Safeguarding Training and make clear the expectations which will govern how staff carry out their roles and responsibilities.

Section Five - Retention of staff

To enhance staff retention, the school has designed a comprehensive wellbeing strategy with clear policies and procedures. We have a dedicated Wellbeing and Workload Reduction Team that consists of different roles across the school. Here are some of the wellbeing initiatives available to staff at ARH:

- Mental Health Staff Champions and Mental Health First Aiders.
- Annual Wellbeing afternoon.
- Teacher/Support staff appreciation days.
- Regular staff events.
- Flu jab vouchers.
- Stressbuster weeks planned in throughout the year that include no meetings and optional wellbeing activities for staff.
- A positive and welcoming workplace for all staff to promote wellbeing; this includes an alfresco balcony for staff dining and a serenity room.
- Signposting for external support when needed. Access to professional counselling through a clear and confidential employee assistance programme.
- Teacher and support staff appraisals that are encouraging and concentrate on the praise aspect.
- Opportunities for PPA at home and flexible PPA timings when needed.
- Staff voice is heard and responded to.
- We are committed to driving forward flexible working opportunities within our school to ensure that all staff achieve a work-life balance. Our school has a dedicated Flexible Working Team made up of different roles across the school.
- The professional growth of our staff is very important to us. We therefore have an in-depth programme of CPD available for staff to access. All staff have the ability to access a comprehensive eLearning platform called the National College as well as in-house and external training.

Section Six - Additional Information

Checklists

Checklists are available to assist with the recruitment, selection and appointment process. Please see the LA Extranet for further details.

Contacts

Contact details for the School's HR Team, the Pay and Benefits Team and the Safer Employment Team can be found at <https://schools.leicester.gov.uk/services/>, selecting the appropriate link.

Glossary

LA = Local Authority

HAQ = Health Assessment Questionnaire

JD = Job Description

PS = Person Specification

DBS = Disclosure and Barring Service

ISA = Independent Safeguarding Authority

TA = Teaching Agency

DfE = Department for Education

WSoP = Written Statement of Particulars

QTS = Qualified Teacher Status

QTLS = Qualified Teacher Learning and Skills

IfL = Institute for Learning

FE = Further Education

OTT = Overseas Trained Teacher

EEA = European Economic Area

STPCD = School Teachers Pay & Conditions Document

BSC = Business Service Centre