

Information for Applicants

Application Form

When completing the application form please account for all your time since leaving full time education including part-time, voluntary, travelling and independent work – explaining any gaps.

You must also ensure you complete the section relating to previous criminal convictions and sign the application form. If you are completing your application electronically you may be asked to sign your form if invited to interview.

CVs may be submitted as a supplement to the application form but may not take the place of it.

Pre-Interview checks /References

Details of two referees must be provided on the application form including full postal address and an email address. Referees must know you in a professional capacity and should be well placed to comment on your suitability for the position for which you are applying. One should be your current or most recent employer. References will be obtained if you are short listed for interview for consideration during the selection process unless you specifically state you do not wish this procedure to be adopted. We also reserve the right to approach any previous employer listed on your application form. We will ask previous employers to provide information on you suitability to work with children and any disciplinary offences, allegations and investigations, including expired offenses.

Please note that the school may conduct a social media check on applicants invited for interview.

Interviews

The selection procedure is likely to be a full day at school with other selected candidates for both teaching and support roles. You will be given the opportunity to tour the school and meet members of the team that you would be joining which will help you decide whether you would be happy working as part of the schools team.

Full details of all the selection activities will be provided in the letter inviting you to interview.

The Asylum & Immigration Act 1996 and the immigration (Restrictions on Employment) Order 2004 require employers to establish that an individual is entitled to work in the UK prior to that person commencing employment. This entitlement must be evidenced at interview stage and a copy will be retained once a formal offer has been made and accepted.

You will be therefore asked to bring documentary evidence of your identity to interview as evidence of your right to work in the UK such as passport, national insurance card or work permit. If applying for a teaching post, original documents confirming your educational / professional qualifications will also be required.

If you have not heard from us about an interview within two weeks of the closing date you should assume that we will not be taking your application further. We do not normally offer feedback to candidates who are unsuccessful at this stage.

Equalities

Stratford upon Avon School is committed to promoting equality and diversity in the education of our students and the employment of our staff and to avoiding unlawful discrimination in employment, the delivery of our service to students and interactions with our other customers.

The school will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Job descriptions and Person specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the criteria of the job, taking into account any reasonable adjustments that may be required for candidates with a disability.

Safer recruitment

Stratford upon Avon School actively promotes a culture that helps safeguard children and young people and discourages and prevents inappropriate people joining the workforce both on a paid and voluntary basis.

Pre Employment Checks

As your employment would be in a regulated position under the Government Vetting and Barring Scheme, you will be subject to an enhanced DBS disclosure and must meet the requirements of the Independent Safeguarding Authority (ISA). You cannot perform work in a regulated position if you have been barred from working with either children or vulnerable adults by the ISA or if you have been barred or disqualified from working with children by another organisation.

Rehabilitation of Offenders Act 1974

All posts within Stratford School are covered by the above act as they involve working directly with children or young people and requires an Enhanced Disclosure & Barring Scheme (DBS) check. Most convictions remain unspent and you must therefore declare them. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure & Barring Service website.

This information must be provided and sent under separate, confidential cover to the HR Department. We guarantee that this will only be seen by those who need to see it as part of the recruitment process. Failure to disclose such information could result in your dismissal or discipline by the school. Any information will be treated in complete confidence.

Further information about the school including our Equalities Policy and Child Protection is available from our website: www.stratforduponavonschool.com .

Closing date

The closing date for applications is detailed on the front of the Information Pack and within the recruitment advert.

Sending in your application

By email to recruitment@stratfordschool.co.uk

By post to Human Resources Department, Stratford upon Avon School, Alcester Road, Stratford upon Avon, Warwickshire, CV37 9DH

Queries

If you have any further questions prior to application please contact Mrs Jane Raines, HR and Training Advisor in the first instance on 01789 416660 or recruitment@stratfordschool.co.uk