



LIBRA

Application and Recruitment Process Explanatory Note



Application Form

- Applications will only be accepted from candidates completing the Application Form in full.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding and promoting the welfare of children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post and the enclosed Safeguarding Policy.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Where appropriate, the successful applicant will be required to complete an Enhanced Disclosure from the Disclosure and Barring Service with barred list information (when in regulated activity) / DBS (previously known as the Criminal Records Bureau / CRB).
- You are responsible for covering the payment of the Enhanced DBS check currently £51.66 as well as any credit card fees. You will also be required to subscribe and cover the cost of the DBS Update Service (currently £13 per annum) which will save having to perform any future full DBS check, full details will be provided.
- Teaching posts only - Prohibited from teaching check, all staff employed for teaching work will require an additional check to ensure they are not prohibited from teaching. Prohibition orders are made by The Secretary of State which prevent a person from carrying out teaching work in schools (and other education establishments). Any person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. Libra check prohibition status by the Employer Access Online Service, further guidance can be found in the NCTL publication 'Teacher misconduct: the prohibition of teachers'.
- Disqualification by Association, Libra has a responsibility to ensure that the company does not knowingly employ a person who is disqualified under the 2009 Regulations. Taking into account DfE guidance LIBRA will assess which staff this applies to and will ensure that they are aware of the legislation including that they may be disqualified 'by association' under regulation 9 of the 2009 Regulations where they live in the same household as a disqualified person or in a household in which a disqualified person is employed. You may be required before job offer and subsequently at 6 monthly intervals to declare any updates using the Staff Suitability Declaration form.
- If you are a Foreign National, or have worked/lived abroad then in addition to the DBS check, LIBRA is also obliged to request an equivalent check from your country of residence/origin and any costs associated with this requirement is met and covered by the applicant, your full assistance will be required in obtaining such a check with the possibility of having to liaise with a local police force in order to provide finger prints – if such overseas check requires this. Information received will be retained and ultimately destroyed in accordance with Disclosure and Barring Service guidelines.
- If the role you are applying for a management role, then Libra will check whether you have been barred by the Secretary of State from taking part in the management of an independent school.
- Relevant qualifications will need to be verified.
- We request three references and will seek at least two references on shortlisted candidates before the interview and therefore may approach previous employers for information to verify particular experience or qualifications.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although the answer may not be applicable if your duties have not brought you into contact with children or young people.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfE Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates are asked to bring in photographic identification documents confirming your identity - such as passport, driving licence, birth certificate. This is in order for us to perform the necessary checks relating to your legal right to work in the UK. Further details can be found at: <https://www.gov.uk/legal-right-work-uk>
- If you supplied your completed application form electronically, you will need to bring a hard copy of the completed form to your interview, duly declared, signed and dated, so that we have a 'live' signature for our files.
- It is not unusual to undergo both a first round and second round interview.
- During the interview round(s) you will be asked to complete a general form on Safeguarding as well as a short Numeracy and Literacy test.

Taster Days / Mock Lessons

Depending on the nature of the post, it maybe that a Taster Day is a necessary requirement of the recruitment process (necessary for Care staff and some educational posts) as well as Mock Lessons for teachers. Full details of these will be forwarded to you at the relevant stage of the recruitment process and are unpaid – they provide you with a good insight into the role and its' responsibilities. These do not occur until after first round interview.

Timeframe

Due to the fact that we are an educational and care provider, we have a strict recruitment process that we must adhere to, therefore the process as a whole can take quite some time. We try to arrange all interviews for the same post as close together as possible but sometimes the availability of panel members needs to be accommodated. Taster Days can be scheduled at mutually convenient dates, taking into account the company's rota commitments. All applications will be dealt with within 2 weeks of receipt.

For successful applicants: if you have a notice period to serve this is taken into account and during this time LIBRA can perform the DBS and other appropriate checks, these have recently taken up to 5 weeks to process and well as referencing which combined can on rare occasions cause some delays to start dates.

We have an obligation to ensure all information is complete and correct before successful applicants can commence work at LIBRA. Please be assured that the recruitment team at Libra make every effort to deal with each stage of the recruitment process as swiftly and efficiently as possible.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of a candidate's identity, from current photographic ID and proof of address.
- Receipt of a certificate for an enhanced DBS check with a barred list information (when in regulated activity)
- The Candidate's subscription to the DBS Update Service.
- Teachers only: confirmation that the candidate is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online Service;
- a fully completed application form with live signature
- verification of physical/mental fitness to carry out their work responsibilities.
- verification that the candidate has a right to work in the UK.
- Valid and appropriate checks - if the candidate has lived or worked outside the UK
- two satisfactory work-based or mutually agreed (eg educational) references covering all child protection questions and disciplinary issues relating to young people.
- verification of qualifications.
- Teachers only: verification of professional status eg QTS.
- Teachers only: verification of successfully completed statutory induction period (as you obtained your QTS after 7 May 1999).
- satisfactory completion of the probationary period.
- Completion (where appropriate) of a Staff Suitability Declaration Form before job offer and updated at 6 monthly intervals thereafter to demonstrate that they are safe to work with children. Relevant questions regarding "disqualification by association" will be included.

Where a candidates is:

- found to be on DfE List 99, or the DBS check with barred list information (when in regulated activity) shows the candidate has been disqualified from working with children by a court, or
- found to have provided false information in, or in support of, their application, or
- the subject of serious expressions of concern as to their suitability to work with children,

the facts will be reported to the Police and/or the DfE Children's Safeguarding Operation Unit. Please refer to Libra's Safeguarding Policies and Procedures.