

Tips for your Interview



Interviews are conducted in person. You will receive information beforehand about the interview format and any preparations required. If you have a disability or any other reasonable adjustment requirement to enable you to fully participate in the recruitment process, please let us know in advance.

The Interview Process:

During the interview, we aim to determine if you are the right fit for the role and if we are on the right employer for you. It is a mutual evaluation process. The interview allows you to learn more about the Trust and the people who work alongside us. You can have a chance here to showcase your ability to meet the job requirements for this role.

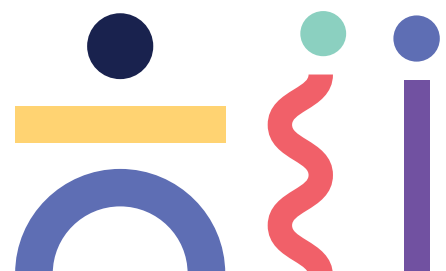
The interview may include some or all of the following activities:

- Welcome and verification to Right to Work, Qualifications and DBS ID check.
- A formal interview
- A task related to the role
- A presentation
- Observed discussions with selected staff or learners on specific topics or areas of leadership and management.

Interview Panel:

The interview panel will consist of senior staff members. At least one panel member will have completed Safer Recruitment Training. When making the final decision to appoint, the following best practices will be observed:

- The chair of the panel will gather each members assessment of each candidate to inform the final decision.
- Adequate time will be allocated for the panel to deliberate.
- The decision-making process will involve discussion and scoring against each question.
- All documents related to the interview process will be securely stored electronically, and all other copies will be shredded.



Successful Candidates:

We always follow Keeping Children Safe in Education Part 3 guidance. All successful candidates will undergo pre-employment checks to verify their eligibility to work in the UK, and enhanced DBS check with Barred lists, satisfactory references covering at least the last five years, a Childcare Disqualification check, satisfactory checks with the Teaching Regulatory Agency, and medical clearance. Offers are conditional upon the successful completion of these checks. Additional documents may also be requested to complete the onboarding process.

Criminal Convictions:

We commit to not unfairly discriminating against applicants based on criminal convictions. Unless legally prohibited, a criminal conviction will not automatically disqualify you from appointment; it depends on the context and circumstances of the offence and will be assessed on a case by case basis. Information provided in your application may be discussed during the interview. Please note that any information will be treated confidentially and only seen by those involved in the recruitment process. If an enhanced DBS check reveals information not disclosed in your application or interview, a risk assessment will be conducted to clarify why the issues were not raised, which may result in the withdrawal of a job offer. An enhanced DBS check shows both spent and unspent convictions and cautions, as well as inclusions on the children's and/or adults' barred lists. Local police forces may also release additional information as part of their checks.

References:

To ensure your onboarding process is not delayed, we will contact your referees electronically using the business email provided in your application form. If you have not provided enough referees to cover the last five years, a member of the People Team will contact you to obtain the missing details promptly. We may ask you to contact your referees to expedite the reference process. If there are discrepancies between the employment dates you provided and those given by your referee, we will contact you for clarification.



Childcare (Disqualification) Regulations:

There is a Department for Education requirement for schools to confirm that staff are not disqualified from working with children. To facilitate this check, alongside your DBS, you will be asked to complete a childcare (Disqualification) Regulation Check Form to confirm that you are not disqualified from working with children.

Living or Working Abroad:

If you have spent three months or more outside the UK, either for living or working purposes, typically within the last five years, you will need to complete a criminal record check in the relevant countries. We reserve the right to determine a need for an overseas police check for any applicant who has lived overseas at any point in their work or personal history.

Medical Clearance:

Information provided during your on boarding process may be referred to our Occupational Health provider to further evaluation. You are required to cooperate with the Occupational Health provider if necessary to ensure swift clearance for your employment. Without proper medical clearance, we may have to postpone your provisional start date.

Pre-Employment Checks:

Your HR contact will endeavor to complete your pre-employment checks as quickly as possible. However, delays beyond our control may necessitate postponing your provisional start date. We will inform you if we anticipate any delays.



Confirmation of Clearance to Start Employment:

Once your pre-employment checks are completed and you are cleared to start work, the People Team will send you a "Welcome Email" outlining the arrangements for your first day. You cannot commence employment until you receive this email. This email will also be sent to your line manager and headteacher

The welcome email will include links to mandatory training that you should complete before the start date. Please confirm via email to the People team that you have completed the training so that your training records can be updated. Due to audit requirements, we cannot accept verbal confirmation.

We may ask you for feedback regarding your experience of our recruitment and pre employment process so we can continually improve our service. You are welcome to offer feedback at any point to. We appreciate your input in advance.

Induction:

Your line manager will conduct a school/department induction with you with an Induction Programme Checklist, starting on your first day and continuing through your initial weeks of employment. Your welcome email will include additional information relating to HR induction with the details of our online induction sessions to ensure all necessary topics are covered during your induction.

