

Respect Integrity Collaboration



Unity MAT Safer Recruitment Guidance for Applicants



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About Unity MAT

Introduction

All staff who work at Brooke, Woodlands or Welcombe Hills schools or for the Trust's Core Team, are direct employees of Unity MAT.

Our schools have many similarities, particularly as they are all 'all through' special schools working with pupils with a range of special needs. However, they also have their own unique characteristics which we celebrate.

To ensure that there is consistency across the Trust, all HR procedures, including recruitment, is undertaken by the Core Team in accordance with Trust wide policies and processes.

History & Context

Unity MAT is a small ambitious Trust made up of 3 special schools in Warwickshire.

Originally founded in 2017, by Brooke and Woodlands schools, the Trust was joined in September 2021 by Welcombe Hills.

All 3 schools are all through special schools with a whole range of complex needs. This means that they have a shared understanding of the challenges and issues our schools face, whilst recognising and appreciating that each school—and each child—is different.

We adopt a 'Trust First' approach as we believe that working together as a family of schools makes us stronger. We are actively seeking to extend collaboration between schools in order to share good practice, resources etc. and to support each other.

Vision & Values

Our vision is:

We are committed to achieving fulfilling outcomes for all pupils.

As a family of schools, we are working collaboratively to celebrate and nurture both the similarities and distinctiveness of each schools' individual ethos and values.

Our values are:

Respect Integrity Collaboration

Therefore, we celebrate the uniqueness of all pupils, and through outstanding pastoral care, academic challenge and inspirational teaching support each child to flourish, succeed and make a positive contribution to the communities they serve.

We strive to ensure that all young people and their families are known, valued and cared for as individuals in all of our schools.

We develop effective leadership at all levels that enables us to deliver our vision, values and strategic objectives which underpins all we do.

Executive Leadership & Support

All Head Teachers report directly to the Chief Executive and form part of the Executive Leadership Team of the Trust, alongside the CEO and Director of Finance & Operations and Director of School Improvement.

The Trust has a strong Core Team supporting all schools across the organisation. The Director of School Improvement works directly with Heads to ensure that Teaching and Learning continues to improve and the Director of Finance & Operations over sees centralised support services including Finance, HR, IT, Site & Health & Safety.

Recruitment Information & Guidance

Safer Recruitment

Unity MAT is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We follow robust safer recruitment processes during all recruitment.

Equal Opportunities

We are an equal opportunities employer and welcome applications from candidates of all ages, backgrounds and those with disabilities.

Application Forms

Official application forms must be completed. CVs will not be accepted.

Applications must be sent by email to the email address included in the advert.

Late applications will only be considered in exceptional circumstances at the discretion of the Trust.

Your application form is an important part of the recruitment process. The decision whether or not to shortlist you for interview will be based on the information you provide on your application form; it is therefore important that you provide relevant information to support your application. You are advised to review the job description and personal specification before completing your application. If you do not clearly demonstrate how you meet the essential criteria in the person specification, you will not be shortlisted for interview.

References

You must provide details of two referees on your application form. One should be from your present/relevant employer (or your last employer if you are unemployed). You may request that referees are not contacted prior to shortlisting, however once shortlisted, you should expect that reference will be requested.

Employment 'Gaps'

You should identify and explain any gaps in your employment history on your application form. These will be discussed with you in further detail at the interview stage, if you are shortlisted.

False Information

Providing false information in support of an application for employment is an offence and could result in your application being rejected or summary dismissal if appointed. If there are serious safeguarding concerns, the Trust reserves the right to make a referral to the police.

Canvassing

You must declare any personal or business relationship with any employee, Trustee or Member of Unity MAT or any of its schools on your application form. Canvassing or the failure to make proper disclosure will disqualify your application or, if appointed, will render you liable to dismissal without notice.

Shortlisted Candidates

Notification

Shortlisted candidates will be invited for interview by email.

If you are required to prepare anything in advance of the interview, you will be given full details when you are contacted.

You will be required to bring evidence of your identity and stated qualifications to the interview.

If you have not heard from us within 10 days of the closing, you should assume that your application has not been successful.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the provisions of the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These 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 <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

Self-Disclosure

If you are shortlisted, you will be asked to complete a Self-Disclosure Form in order to declare whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role that you have applied for.

If your application is successful, the information that you have self-disclosed will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

It is an offence to apply for a role engaging in regulated activity if you are barred from working with children or vulnerable groups. (Safeguarding Vulnerable Groups Act 2006).

On-line Checks

In accordance with Keeping Children Safe in Education, the Trust will undertake reasonable and proportionate on-line checks on shortlisted candidates.

Successful Applicants

Any offer of employment, following a successful interview, is provisional and subject to satisfactory clearances being obtained, these include:

- DBS & Barring
- Right to Work
- Prohibition Check
- Medical Clearances
- Satisfactory references
- Satisfactory on-line checks etc.

DBS and other checks

All employees of the Trust are subject to Enhanced Disclosure and Right to Work checks.

Other checks to be undertaken will depend upon the role but may include Barring, Prohibition from Teaching, Section 128, Childcare Disqualification etc. (Note: this list is not exhaustive and the Trust reserves the right to carry out all checks necessary to comply with statutory requirements and our commitment to safer recruitment.)

Probation

All employees joining the Trust are subject to a probation period of 6 months.

The Trust reserves the right to withdraw a provisional offer of employment at any stage during the recruitment process.

Data Protection

The Data Protection Act 2018 (the UK's implementation of the General Data Protection Regulation (GDPR) Data Protection Act 1998) places responsibilities on us to process personal data that we hold in a fair and proper way. The information you give us will be kept confidential and will only be used for the purpose of personnel management.

The Trust may contact other organisations (such as the Disclosure and Barring Service, previous employers, education establishments, etc) to check the information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 12 months (maximum) if your application is unsuccessful. If we offer you a job, we will use some of the information you give us on the application form in your contract of employment.

Thank you for your interest, we look forward to hearing from you