

Using AI in Recruitment – Guidance for Applicants

Thank you for your interest in joining South Pennine Academies.

We believe in the strength of community. Each of our academies is firmly connected to its local area, and we value the distinct strengths and diversity this brings. By working closely with our schools, families, and wider communities, we develop local solutions that create meaningful impact.

Collaboration is at the centre of everything we do. Through a culture of teamwork and shared expertise, we enable our schools to support one another—helping them grow, succeed, and excel. Together, we are raising aspirations, unlocking potential, and improving life opportunities for all young people.

Outstanding schools are built by outstanding people. We are committed to attracting, developing, and retaining the very best talent. We prioritise professional development and strive to create an environment where staff feel valued, supported, and inspired. This reflects our ambition to be an employer of choice, and a Trust people are proud to be part of.

If you are looking for a place where your career can develop, your income goes further, and your work-life balance truly matters, the South Pennines could be the ideal fit.

Our Approach to AI in Recruitment

We recognise that artificial intelligence (AI) tools such as ChatGPT, Copilot, Claude, and Gemini are increasingly used to support writing, reflection, and preparation. At South Pennine Academies, we support the ethical and appropriate use of AI throughout the recruitment process, where it enhances clarity, confidence, and accessibility.

However, our focus is on you—your experiences, motivations, values, and the contribution you can make to our Trust. AI should enhance your application, not replace your voice.

What We Look For

Our recruitment process is designed to assess how your skills, experience, and behaviours align with:

- The role you are applying for
- Our Trust values and culture
- Our ambition to achieve an excellent education for everyone

Strong applications clearly demonstrate:

- How your skills and experience meet the requirements of the role
 - What motivates you to perform at your best
 - What you have achieved and how you achieved it
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Using AI Effectively in Your Application

You may choose to use AI to:

- Improve structure and clarity in your responses
- Check spelling, grammar, and overall quality
- Summarise publicly available information about South Pennine Academies, our schools, values, or strategy
- Help organise and present examples of your experience

AI should be used as a supportive tool to strengthen how you present your own experiences.

Preparing for Interview

If you are invited to interview, AI may help you to:

- Practise answering potential interview questions based on the job description
- Reflect on examples that show impact, collaboration, and professional development
- Prepare for clear and confident communication

Throughout the process, we are looking for individuals who will thrive in a collaborative, values-driven organisation, take ownership of their development, and contribute positively to others.

Appropriate Use of AI

To ensure fairness, integrity, and transparency, you must not use AI to:

- Fabricate, exaggerate, or misrepresent your experience or achievements
- Submit generic or copied responses

- Share confidential or sensitive information about current or previous employers

You will be required to confirm that all information provided is accurate. Applications may be withdrawn where AI has been used inappropriately.

Why Authenticity Matters at South Pennine Academies

At South Pennine Academies, people are at the heart of what we do. We aim to be an employer of choice, with a happy, healthy, and high-performing workforce.

Authentic applications help us to:

- Build trust and transparency
- Ensure the right fit for both you and our organisation
- Develop strong, lasting professional relationships

AI can support your application journey—but it is your values, experiences, and ambitions that truly make the difference.

We look forward to learning more about you and exploring how, together, we can make a meaningful difference for children and young people.