Reference Requirements for Applicants

As part of our commitment to safer recruitment and in line with statutory guidance, including Keeping Children Safe in Education (KCSIE), all offers of employment are subject to satisfactory references.

What References Do We Require?

We normally require references that cover at least the last two years of your employment history, including both paid and voluntary work where applicable.

If You Are Currently Employed

- Please provide your current employer as a referee.
- Your referee should normally be your line manager or someone in a supervisory position.
- If you currently work in a school or have previously worked in a school within the last two years, the reference must come from the Headteacher/Principal. This is because they have access to sensitive employment information, including disciplinary records and safeguarding information, which is essential for providing a comprehensive and accurate reference.

If You Are Not Currently Employed

We must obtain verification of your most recent relevant period of employment.

You should provide:

- References covering your most recent employment or voluntary work; and/or
- A character or academic reference from a professional person who knows you.

Acceptable character or academic referees may include:

- Headteachers
- Teachers or Tutors
- GPs or Nurses
- Other recognised professionals

Family members, partners, friends, or personal acquaintances cannot provide references.

Applicants Who Have Worked With Children

If you are not currently working with children but have done so previously, we are required to obtain a reference from the organisation where you most recently worked with children.

Agency Workers

If you have worked in schools through an agency, we may request references from the Headteachers of the schools where you have worked, as agencies are not always able to provide the detailed information required for safer recruitment purposes.

Internal Pickwick Academy Trust Applicants

- Applicants applying for a role in a different Pickwick Academy Trust school must nominate the Headteacher of their current school.
- Applicants applying for a role within their current school should nominate a senior leader who is not the Headteacher (for example, a Deputy Headteacher, Assistant Headteacher, or Director of Education).
- Applicants applying for Central Team roles should nominate an appropriate senior leader from either their current school or the Central Team.

Important Information

Please note:

- References are sought before interview wherever possible.
- We do not accept open references (e.g. "To Whom It May Concern").
- We do not accept references supplied by candidates themselves.
- All references will be verified directly with the referee.
- Electronic references must originate from a legitimate professional source (professional email address associated with the organisation the referee works for (for example, a school, business, charity, or university email address).

Personal email accounts such as Gmail, Hotmail, Yahoo, or Outlook may not be accepted unless there is a valid reason why a professional email address is unavailable. In such cases, we may need to carry out additional verification checks before a reference can be accepted.

- Any discrepancies between your application and references may be discussed during the recruitment process.

As part of our safer recruitment procedures, referees may be asked to comment on your suitability to work with children, including any relevant safeguarding or disciplinary matters in accordance with KCSIE guidance.

If you have previously applied through My New Term, please ensure your employment history, responsibilities and referee details are up to date before submitting your application.