

Recruitment Information



Policy Information

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Safeguarding cuts through everything we do at school and the safety of our pupils is our top priority. There is a designated senior member of the Leadership Team who is responsible for referring and monitoring any child protection concerns.

All members of staff will receive training in line with our child protection and other related policies.

Whistle Blowing

All staff have a duty to raise concerns about any inappropriate attitude or actions of colleagues in any area of school life. This is particularly applicable to our safeguarding procedures.

Code of Conduct and Personal Behaviour

The Trust Board, and the Headteacher and Governing Body at each school, regard everyone working in our school to be a role model to our pupils. We therefore have high expectations of our staff to act with the utmost professionalism and awareness of their role in both the school and wider community.

We pride ourselves on relationships with pupils and each other that are founded in mutual respect. We expect all staff to be dedicated, enthusiastic and honest and passionate about making a difference to our pupils. We do not tolerate complacency as we strive to improve in every area of school life.

All staff are expected to uphold and embody their professional standards and values. Everyone in the school has an absolute duty to promote and safeguard the welfare of children.

Equal Opportunities

The Mast Academy Trust actively promotes diversity. Applications are welcome from all, irrespective of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion / belief, sex or sexual orientation.

In line with the Equality Act 2010, we are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

Smoking Policy

All sites are strictly no smoking and all staff and visitors must adhere to this policy.

ICT Policy (Acceptable Use Policy), Online Safety and Social Media

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the Acceptable Use Policy. We also expect staff to be conscious of the professional expectations of them when using social media and in their use of mobile technology.

Teachers' Pay Policy

We currently follow pre-existing pay scales and structures in line with Kirklees Pay Policy. We normally honour existing pay points and within our Trust we honour most transferable employment rights. Staff who transfer from a Local Authority School transfer their continuous service for the purpose of The Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999

as amended, and for benefits in the Burgundy Book or Green Book which also include continuous service where the Modification Order applies. For Statutory employment rights your continuous service will commence on your start date with the Mast Academy Trust.

Trust Mobility

All schools make their own appointments and we do not ask staff to work across schools in the Mast Trust as part of their normal role unless specified. However, we do include a mobility clause as there may be times when we ask staff to work at a different site for a period of time often to support school development. This can be a great opportunity for staff to develop professionally; share expertise and build a strong portfolio of experience.

There are also opportunities for talented staff to work strategically across our Trust to develop best practice.

Full details of policies are available on the Trust's website.

www.themast.co.uk/policies



Recruitment Processes

References

The Mast Academy Trust is committed to the safeguarding of our pupils and therefore it is our policy to take up references from all shortlisted candidates. References are used to verify objective and factual information, compared for consistency of the information you provide and to alert us to any safeguarding concerns. As part of our safeguarding procedures, we supply a set reference proforma which we insist is completed. Where references are from people working within the private sector, there can be restrictions, but all references are fully checked.

For this reason, we expect one of your referees to be your most recent employer and if you have worked in a school, it must be from the Headteacher. If you are a serving Headteacher, it must be from the Chair of Governors or the CEO of a Trust. If you are not currently working with children but have in the past, we would strongly recommend your second reference is from an institution where you worked with children.

Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children.

Your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. A random sample of referees will be contact to confirm they have provided references.

Selection Process

All candidates will be shortlisted and interviewed against the criteria outlined in the person specification. The person specification focuses on the skills, abilities and experience required to be successful in the role. Should we have a significant number of applications, we may also conduct long listing interviews.

If additional lesson observations, tests or presentations are to be brought into the selection process, then candidates will be notified in advance when invited to interview.

The Mast Academy Trust is committed to safeguarding and promoting the welfare of all children and expect all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Reasonable Adjustments

Under the Equality Act, we are legally required to ensure that disabled people are not disadvantaged in the recruitment and selection process and to consider making reasonable adjustments. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Validation of Qualifications and Identity

All appointments will be subject to a DBS check. We ask all shortlisted candidates to bring to the interview, sufficient identification to allow us to apply for the DBS check upon appointment. This includes:

- Photographic identification such as a driving licence or passport.
- A utility bill for proof of address.
- Qualification evidence.
- A DBS certificate if available.

These will be photocopied and kept on file and may be confirmed as genuine with the awarding bodies. The copies will be retained on the personnel file for the successful candidate. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately. No offer of employment will be confirmed until all qualification requirements and DBS checks have been satisfied.

Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. We will ask applicants for proof of this at interview stage. You will be asked to provide original documentation to confirm that you are eligible to work within the UK. This could be a Passport or a Visa as applicable.

Disclosure and Barring Service

Employment is subject to an enhanced check with the Disclosure and Barring Service. Checks will also be made against the 'Barred' list. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place.

Safeguarding

The Mast Academy Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure with 'barred' list check (see above). In addition, teaching and HLTA appointments will be subject to a Prohibition order check.

Data Protection

The Mast Academy Trust is committed to handling personal data in a sensitive yet transparent way and meeting all of its obligations under the General Data Protection Regulations (GDPR). At the back of this booklet are the privacy notices explaining how we use your information and who we share it with. This relates both to the recruitment process itself but also to how we handle our staffs' personal data.

All staff are expected to adhere to school data management policies and take appropriate care when handling personal data.

Dress Code

Individual staff members are valued for their contribution and professionalism and they are a clear role model to the pupils. Staff must be mindful of the need to set a good example to our pupils of smart and suitable dress for a place of work. This relates to both modesty and health and safety. Staff should dress as they would for an interview.

Privacy Notices

For information on how we store your personal data please refer to our Data protection Policy and Privacy Notices found on the Trust website.

www.themast.co.uk/policies

