



**Richard Challoner School**  
Manor Drive North, New Malden, Surrey KT3 5PE  
Tel: 020 8330 5947

## **Learning Support Assistant**

Start date: as soon as possible, Permanent and full time, term time only

**Salary: Band 1, point 20 £20,812 (full time equivalent) £17,398 (actual salary)**  
**LGPS pension scheme available**

The Governing Body are seeking to appoint a Learning Support Assistant to join our dynamic and successful department. We are proud to support over 60 students with Education, Health and Care Plans, one of the highest proportions of students with special needs in any mainstream school in the country.

### **Main Role:**

To provide 1:1 support to, and implement delivery of, small-group teaching/1:1 work/in-class support to a student with special educational needs/disabilities across Key Stage 3. Full details of the role can be found in the attached job description, but include :

- To work closely with learning support staff/teaching staff to assist in the inclusion and teaching of a student with special educational needs.
- To work closely with colleagues to contribute to the planning and delivery of pupil activities.
- To develop subject specific resources and materials to support learning both in and outside of the classroom.
- To attend relevant learning support/subject meetings as reasonably directed (i.e meetings which are relevant to this post).
- To have a sense of humour, patience and flexibility and the ability to work well within a small team
- To have excellent communication skills and be able to work with your own initiative

Applicants will need to have a good level of general educational qualifications. Experience of one to one support in a school environment is preferred. Induction, support and on-going training will be provided to ensure your success at our school. Full details of the school and this vacancy can be found on the school website <http://www.richardchalloner.com/>

Completed application forms should be completed and emailed/posted to: Mrs H Fowler, Clerk to Governors, via [clerk@challoner.kingston.sch.uk](mailto:clerk@challoner.kingston.sch.uk)

**Closing Date: 5pm Friday 23<sup>rd</sup> October 2020 Interviews to be held: w/c 2<sup>nd</sup> November 2020**

Richard Challoner School is committed to safeguarding and promoting the welfare and safety of children and to equality of opportunity. Appointment to this post will be subject to an enhanced disclosure from the Disclosure and Barring Service.



Post Holder:

- Responsible to:
- SENCO
  - Classroom Teacher (during in-class support)
  - Age Phase Co-Ordinator

- Links
- Year Leaders
  - Subject Leaders
  - Students and Parents
  - The Governing Body
  - Peripatetic Support Staff

#### **MAIN PURPOSE OF POST:**

To provide 1:1 support to and implement delivery of small-group teaching/1:1 work/in-class support to a student with special educational needs/disabilities. This is an opportunity to specialise in designated age-groups and/or support of an individual, through:

- Clarifying and explaining instructions
- Delivering differentiated subject content on a 1:1 basis both in and out of the classroom
- Ensuring the student is able to use equipment and materials provided
- Motivating and encouraging the student
- Assisting with areas of difficulties -
  - behaviour
  - language
  - reading
  - spelling
  - handwriting
  - presentation
  - social situations including starting and maintaining friendships and relationships with adults
- Helping to keep the student on task
- Establishing a supportive but firm relationship with the student concerned
- Assisting with documentation regarding individual education plans and EHCPs and recording of progress

#### **Main Tasks:**

- To work closely with learning support staff/teaching staff to assist in the inclusion and teaching of a student with special educational needs.
- To work closely with colleagues to contribute to the planning and delivery of pupil activities.
- To develop subject specific resources and materials to support learning both in and outside of the classroom.
- To assist with duties at break and lunchtimes, and after school
- To contribute to the record-keeping and assessment of pupils with special educational needs, including devising and monitoring Pupil Learning Plans (PLPs) for specific individuals.



- To attend relevant learning support/subject meetings as reasonably directed (i.e meetings which are relevant to this post).
- To help develop existing staff expertise in supporting students with specific learning difficulties.
- To provide emotional support where necessary.
- To attend relevant learning support/subject meetings as reasonably directed (i.e meetings which are relevant to this post).
- To have a sense of humour, patience and flexibility and the ability to work well within a small team
- To have excellent communication skills and be able to work with your own initiative
- To have good IT skills

#### **MAIN RESPONSIBILITIES/DUTIES OF POST:**

##### **Supporting the Student**

- To develop an awareness and understanding of the specific needs of the child supported.
- To establish and develop a supportive relationship with the student concerned.
- To seek to maintain/develop the student's self-esteem.
- To support the student to learn as effectively as possible, both in class and withdrawn, in small group and individual situations by, for example:-
  - repeating, clarifying and breaking down instructions into small steps
  - ensuring the student can access the physical environment
  - motivating, encouraging and appropriately praising the student
  - enabling the student to remain 'on task'
  - encouraging the student to complete tasks
  - assisting with areas of difficulty - presentation, recording, language use, behaviour, etc
  - being an effective and trusted advocate for the student.
- To attend student's annual and other review meetings to share information concerning the student's needs and progress.

##### **Supporting the Teacher**

- To assist school staff and other staff, as appropriate, in the development of a programme of support for the student. This would include the development and monitoring of the student's Individual Education Plan.
- To develop, with other school staff, appropriate methods for recording support and student progress.
- To suggest suitable differentiation of materials for your student.
- Under teaching guidance, to prepare resources/materials to be used with the student.
- To contribute to the evaluation process.
- To contribute to the student's annual and other reviews.



#### Supporting the School

- To be aware of school policies and procedures.
- To contribute to reviews of the student's progress.
- To liaise and consult with others supporting the student.
- To, as appropriate, foster relationships between school/home, staff and parents/carers.
- To participate in relevant school based and other in-service training.

To undertake other duties as may reasonably be required, as agreed with the Headteacher and/or SENCO and/or Class Teacher.

**NB:** This job description may be reviewed in light of the developing needs of the school.

Signed: .....

Date: .....

Signed: .....

Date: .....

Sean Maher – Headmaster

**CONFIDENTIAL**



## **SUPPORT STAFF APPLICATION FORM**

*(Before completing this form please read the **Notes to Applicants**)*

### **Safeguarding Statement:**

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

Name of Candidate:

### **TO BE USED FOR THE FOLLOWING POSITIONS ONLY:**

Teaching Assistants at levels 1-4 inclusive

Welfare Assistant / Classroom Assistant (temporary or permanent)

Support Staff Member

Nursery Employee

**PLEASE MAKE SURE THAT YOU ARE USING THE LATEST VERSION OF THIS APPLICATION FORM WHICH CAN BE DOWNLOADED FROM THE CATHOLIC EDUCATION SERVICE WEBSITE:**

[www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

### **BEFORE YOU BEGIN PLEASE CHECK THAT YOU HAVE THE FOLLOWING:**

1. Correct application form for the position being applied for
2. Notes to applicants
3. Recruitment monitoring form
4. Consent to obtain references form

**PLEASE DO NOT RETURN ANY COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE CATHOLIC EDUCATION SERVICE. PLEASE RETURN ALL COMPLETED APPLICATION FORMS AND/OR SUPPLEMENTARY DOCUMENTS TO THE SCHOOL/COLLEGE/ACADEMY/MULTI ACADEMY TRUST COMPANY WHERE THE POSITION APPLIED FOR IS BASED, OR AS INSTRUCTED IN THE DETAILS OF THE POST.**

**PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM FULLY BEFORE  
RETURNING IT IF ALL SECTIONS ARE NOT COMPLETED YOUR APPLICATION  
MAY NOT BE PROCESSED**

**DETAILS OF ROLE APPLIED FOR:**

Application for the position of:

Full Time  Part Time  Job Share

At: School / Academy

At which the:

Governing Body

Academy Trust Company

Multi-Academy Trust Company

is the employer of staff.

In the Local Authority of:

In the Archdiocese / Diocese of:

Please state where you first learned of this vacancy:

## Personal Details:

Title:

Surname:

First Name(s):

Known as (if applicable):

Religious Denomination / Faith:

Address:

Telephone Numbers:

Home:

Mobile:

Email Address:

How do you prefer to be contacted?    Phone  Email

If you are a qualified teacher please complete the following section, if you are not, please proceed to the next section:

DfE Teacher Reference Number:

Do you have Qualified Teacher Status? Yes  No

QTS Certificate Number:                      Date of qualification as a teacher:

Education Workforce Council (Wales only) or other Membership Number:

### Details of Present Employment:

Are you presently employed:                      Yes  No

If no, please proceed to the next section.

Details of present post:

Role:

Name of employer:

Name of school / Academy

(if applicable):

Address:

Telephone Number:

Local Authority

(if applicable):

Archdiocese / Diocese

(if applicable):

Permanent     Temporary

Full time     Part time     Job share



Description of key duties / responsibilities:

Date of appointment:

Notice required:

If notice already given, date  
it is due to expire:

Reason for leaving:

Gross annual salary (include details of salary scale and spine point if applicable):

## Employment History and Work Experience:

Please complete in chronological order, starting with the **most recent**:

Employer's name, address and nature of business	Full or part time	Job title and brief description of duties and responsibilities	Dates employed month / year (from – to)	Reason for leaving

If there are any periods of time that have not been accounted for in your application, for instance, periods spent raising a family or of extended travel, please give details of them here with dates. The information provided in this form must provide a complete chronology from the age of 18. Please ensure that there are no gaps in the history of your education, employment and other experience. Failure to provide a full account may lead to your application being rejected.

Dates (from – to)	Activity

If you have ever been ordained and/or been a member of a religious community please provide details here:

**Post-11 education and training:**

Please complete in chronological order, starting with the **most recent**:

Full name and address of establishment	Full or part time	Dates attended month / year From - to	Date of award	Awarding body and registration number (if known)	Award and classification
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**Post-Graduate Qualifications (please state if you hold the Catholic Certificate of Religious Studies (or equivalent))**


**Higher Education Qualifications**


**School / College Qualifications**

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### Continuing Professional Development

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post.

Course Title	Course Provider	Length of Course	Dates From – To	Award / Classification (if applicable)

Please provide details of your most recent safeguarding training:

### Professional Memberships:

Please list any professional bodies of which you are a member:

### Interests and Hobbies:

Please list your interests and hobbies outside of work:

**Supporting Statement:**

Please provide a written statement of **no more than 1,300 words** detailing why you believe your experience, skills, personal qualities, training and/or education are relevant to your suitability for the post advertised and how you meet the person specification applicable to the post.

## References:

A referee who is a current or former employer should have full access to the applicant's personal records, to the extent that this is achievable in compliance with the General Data Protection Regulation. Schools / Academies / Colleges of a Religious Character (in England only) are permitted, when recruiting Support Staff to give preference to applicants who are Catholic where attaching this requirement to the post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement").

If you are a practising Catholic, you should nominate as one of your referees your Parish Priest / the Priest of the Parish where you regularly worship.

If you are Catholic but do not consider yourself to be "practising", you may (as an alternative to nominating your Parish Priest as a referee), provide a copy of your baptism certificate, or the name and address of the parish where you were baptised and the date of your baptism.

In requesting a Priest's reference or baptismal information, it is not our intention to deter applications and non-Catholics are welcome to apply. Please see the Notes to Applicants for further guidance. It is the responsibility of the Applicant to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference. Please also ensure that you complete and return the consent to obtain references form with your application.

In accordance with Keeping Children Safe in Education we will obtain and scrutinise references prior to interview and referees will be contacted to provide further clarification as appropriate. All information provided by referees will also be compared for consistency with the information you provide on this form and you will be asked about any discrepancies. Please advise if you do not want us to take up references at this stage and provide reasons.

Referees will also be asked for information about:

- all disciplinary offences (including those where the penalty is "time expired" if related to children); and
- all child protection allegations including the outcome of any child protection investigations.

You are advised to read the relevant section of the Notes to Applicants before completing this section.

If any of your referees knew you by another name please specify that name alongside the details of the relevant referee.

### **Present School / Employer:**

Name:

Address:

Role:

Telephone:

Email:

**Other Professional (where you are not currently employed with children, this must be your most recent school / college / employer prior to your current employer):**

Name:

Address:

Role:

Telephone:

Email:

**Parish Priest / Priest of the Parish where you regularly worship (if applicable):**

Name:

Address:

Role:

Telephone:

Email:



Please tick this box if you have enclosed a copy of your baptism certificate with this application form:

If you have not nominated your Parish Priest as a referee and you have not provided a copy of your baptism certificate please enter the name and address of the Parish where you were baptised and the date of your baptism here:

If you or your spouse / civil partner / partner are related by marriage, blood or as a co-habitee to any member of the Governing Body / Academy Trust Company / Multi Academy Trust Company or any current employee(s) of the Governing Body / Academy Trust Company / Multi Academy Trust Company please provide the relevant details here:

Name(s) of Governing Body / Academy Trust Company / Multi Academy Trust Company / Employee(s):

Relationship(s) to you:

## **Disclosure of Criminal and Child Protection Matters and Disclosure and Barring Service Checks**

The Governing Body / Academy Trust Company / Multi Academy Trust Company is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes  No

If yes please provide full details:

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children. Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

In the event of a successful application an offer of employment may be made to you which is conditional upon receipt of satisfactory Disclosure and Barring Service Checks ("DBS Checks") in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to obtaining employment.

By checking the box you consent to a DBS Check(s) being made:

## Rehabilitation of Offenders Act 1974

If you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), then the details of these must be disclosed if you are invited for interview.

If you are invited for interview, please bring The Rehabilitation of Offenders Act 1974 – Disclosure Form with you to the interview in a sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview. If you do not have disclosable convictions, please complete the relevant section of the Disclosure Form.

## Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this application form.

### Important information regarding your consent

1. We are Richard Challoner School, Manor Drive North, New Malden, Surrey KT3 5PE.
2. Being a Catholic education provider we work closely with the school’s / academy’s Diocesan Authority, the school’s / academy’s Trustees, the Local Authority, the Department for Education, the Catholic Education Service and Southwark Diocese with whom we may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by calling 020 8330 5947 or via email [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com).
4. We require the information we have requested on this form in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data<sup>1</sup> this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information you have provided on this form will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your application form and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

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<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: “personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation....”

8. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the Complaints Policy available on the school website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-11 above
- I agree to my personal data being shared as stated in paragraphs 2 and 5 above: Yes  No

### **Immigration, Asylum and Nationality Act 2006**

The Governing Body / Academy Trust Company / Multi Academy Trust Company will require you to provide evidence of your entitlement to undertake the position applied for and/or of your ongoing entitlement to live and work in the United Kingdom in accordance with the Immigration, Asylum and Nationality Act 2006. More information can be found in the Notes to Applicants. By checking the box below you confirm that you are legally entitled to work in the United Kingdom and that you will promptly provide documentary evidence of such entitlement when requested:

### **Immigration Act 2016**

The ability to communicate with members of the public in accurate spoken English is an essential requirement for the post. The requirement is applicable to public sector workers with public-facing roles as per the statutory code of practice relating to Part 7 of the Immigration Act 2016.

## Declaration

If you know that any of the information that you have given in this application form is false or if you have knowingly omitted or concealed any relevant fact about your eligibility for employment which comes to our attention then your application form may be withdrawn from the recruitment process. Please note that checks may be carried out in order to verify the information you have included.

Providing false information is an offence and may result in this application being rejected. If such a discovery is made after you have been appointed then you may be liable to be dismissed summarily. You may also be reported to the Teaching Regulation Agency (TRA) (England only) or the Education Workforce Council (Wales only) and/or the Police, if appropriate.

By signing below I hereby certify that all the information given by me both on this form and in any supplementary pages and/or the supporting evidence provided, is correct to the best of my knowledge and belief, that all the questions relating to me have been fully answered and that I possess all the qualifications that I claim to hold.

I acknowledge that it is my responsibility as the applicant, if invited for interview, to disclose information to the panel which may affect my suitability and/or eligibility to work with children and/or vulnerable adults.

Signature:

Date:

***(The post will be subject to the terms and conditions of the appropriate Catholic Education Service model contract, a copy of which will be provided to you before interview if you are shortlisted).***



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## **CES Guidance**

### **CES Model Application Forms and Supplementary Forms**

#### **Notes to Applicants**

These Notes accompany the relevant CES Model Application Forms for each category of employee and:

- the Model Recruitment Monitoring Form;
- the Model Rehabilitation of Offenders Act 1974 – Disclosure Form; and
- the Model Consent to Obtain Reference Form,

together referred to as the “supplementary forms”.

Where there is a distinction between categories of employee to which these Notes apply, it will be clearly highlighted.

Applicants are advised to read through these Notes fully before completing the Application Form and the supplementary forms.

Applicants are advised that references to School/College in the Application Forms, the supplementary forms and these Notes to Applicants includes Academies. Further, references to Governing Body in those documents include an Academy Trust Company, a Multi Academy Trust Company and/or its Governing Body/Board of Directors/Local Governing Body as appropriate.

#### **TECHNICAL INSTRUCTIONS**

1. Depending on the recruiting school/college’s own requirements applicants may complete the Application Form and supplementary forms in three ways:
  - Completion and submission electronically;
  - Completion electronically, printing and submitting hardcopy via post, by fax or by scanning and emailing;
  - Printing off and completing in handwritten format, then submitting by post, by fax or by scanning and emailing.
2. Where applicants complete the Application Form and supplementary forms and submit by post, written acknowledgement of receipt will only be provided where the applicant has supplied a stamped addressed envelope with their posted application.

## **GENERAL INFORMATION**

Applicants must ensure that they are using the most up to date version of the Application Form and supplementary forms. Where there is any doubt, applicants should contact the school/college where the position applied for is based, or the contact person mentioned in the details of the post.

Applicants are reminded that this is an application for a post in a Catholic Voluntary Aided School / Catholic Voluntary Academy / Catholic Voluntary Multi Academy Trust (if applicable) where the Governing Body / Academy Trust Company / Multi Academy Trust Company is the employer and that the post will be subject to the terms and conditions of the appropriate CES model contract of employment. A copy of the relevant contract will be provided to the applicant if they are shortlisted for interview.

Applicants should note that, in accordance with the safeguarding vulnerable groups' regime, it is their responsibility to have made any necessary registrations relevant at the time of making this application, which are required for people working or volunteering with children. Accordingly, applicants are put on notice that any offer of employment made will be conditional upon the results of checks from the Disclosure & Barring Service ("the DBS") and Teacher Services (regarding teacher prohibition/disqualification from working with children and young people).

Before signing the application form, applicants must ensure that every section has been completed. **Failure to complete all relevant sections may result in an application being rejected.**

All Application Forms, supplementary forms and any relevant documentary evidence should be sent to the school/college where the position applied for is based, or as instructed in the details of the post. **Applicants should not return any Application Form and/or supplementary forms and/or any relevant documentary evidence to the CES.** Any applications received by the CES will not be forwarded or returned but shall be securely disposed of.

## **THE APPLICATION FORM – GUIDANCE ON COMPLETING SPECIFIC SECTIONS**

Applicants are advised that the Governing Body complies with the School Standards and Framework Act 1998 and the Equality Act 2010.

### **Details of the Role Applied For:**

Please complete this section of the form by ticking the relevant boxes.

### **Personal Details:**

Please tick the relevant box in order to indicate how you would prefer to be contacted.

Where you have obtained qualified teacher status from a jurisdiction other than England or Wales please insert your membership number for the relevant teaching profession regulator and provide details of the specific regulator.

Support staff and Lay Chaplain Application Forms only – if you have not obtained qualified teacher status please leave this section blank.

### **Details of Present Employment**

If you are not currently employed please tick the box that says “no” and proceed to next section.

### **Employment History**

Applicants should provide full and accurate details of relevant employment history and professional or work experience. They should not repeat the information provided (if applicable) relating to present employment. Where the applicant is a student seeking a first time appointment they should provide details of all teaching practice to date (if applicable).

### **Other Employment/Work Experience**

Applicants should provide details of all other employment and paid or unpaid experience after the age of 18 (e.g. employment unrelated to the teaching profession, voluntary work etc).

Applicants must ensure that there are no gaps in the chronology of their education and/or employment history from the age of 18 to the present day and space has been provided on the form for this information. Failure to provide a full account may lead to an application being rejected.

Applicants must declare whether they have ever been ordained and/or been a member of a religious community. Where the answer to this question is ‘yes’, the Applicant must provide full details and expect that this will be discussed in more detail if they are successfully shortlisted for interview, more particularly in relation to their Canonical status and whether the Applicant is subject to any restrictions which may affect their suitability for appointment to the post applied for.

### **Post-11 Education and Training**

Applicants should provide details of education received in this country and/or abroad, academic vocational qualifications obtained including degrees, with class and division, and Teacher Certificates. Applicants must include postgraduate and professional qualifications. Applicants are advised that they may be required to produce evidence of qualifications attained. Please ensure that all relevant classifications and grades are included.

Catholic Certificate in Religious Studies (“CCRS”) – this was formerly known as the Catholic Teachers’ Certificate and Certificate in Religious Education.

Teacher post Application Forms only – please state which subjects you are qualified to teach including other subjects for which you may have experience to teach. Please also provide details of any other specialisms and special areas of teaching interest.

Senior Leadership posts only - the CES recognises that NPQH is no longer a mandatory requirement in England but applicants should still provide details of NPQH where requested in the Application Form as a potentially desirable qualification. Applicants for Headteacher posts in Wales must provide details of NPQH as this remains a mandatory requirement for first Headship appointments.

### **Supporting Statement**

Applicants should ensure that their supporting statement is clear and concise and does not exceed 1,300 words. It is preferable, although not compulsory, that the supporting statement is typed rather than handwritten.

## References

All applicants are required to provide details of at least two, and up to three, referees. A referee who is a current or former employer must have full access to the applicant's personnel records. This is in order to ensure that the information provided is accurate.

There may be situations where the referee does not have full access to an applicant's records for data protection and privacy reasons. If that is the case, the referee will need to be in a position to complete the reference to an acceptable standard with information relating to the applicant's dates of employment. All posts are subject to satisfactory references.

It is the applicant's responsibility to ensure that they have obtained their nominated referees' explicit consent to pass on their contact details to the school. Not only is this a matter of courtesy but ensures that the General Data Protection Regulation is being complied with. **Please also complete the Consent to Obtain References Form and return it with your application.**

Applicants must advise the school/college if they do not want them to contact any of their referees and provide reasons. For example, where applicants are currently employed, they may not wish the school/college to contact their employer until such time that they have given notice to terminate their employment.

Applicants are advised that schools/colleges designated with a religious character in England and Wales are permitted by law to require certain posts to be filled by practising Catholics. In certain specific circumstances, it is possible that a temporary post may be filled by a person who is not a practising Catholic and there is no intention to deter suitable applicants from expressing their interest.

**Senior Leadership posts** – Applicants are advised that the 'Memorandum on Appointment of Teachers To Catholic Schools' (amended September 2014), provides that 'the posts of Headteacher or Principal, Deputy Headteacher or Deputy Principal and Head or Coordinator of Religious Education are to be filled by practising Catholics'. The Memorandum may be viewed by visiting the CES's website at: <http://www.catholiceducation.org.uk/employment-documents/bishops-memorandum/item/1000049-memorandum-on-appointment-of-teachers-to-catholic-schools>

**Teacher posts** – Applicants are advised that schools/colleges are entitled to give priority to Catholic applicants. A higher degree of priority may be given to practising Catholic applicants but applications from all Catholic applicants (whether practising or not) are eligible to be given priority over applicants who are not Catholic. Nevertheless, applicants who are not Catholics are welcome to apply.

**Support Staff posts** – Applicants are advised that schools/colleges (in England only) are entitled to give priority to Catholic applicants where it can be demonstrated that attaching this requirement to a particular post is a proportionate means of achieving a legitimate aim (commonly known as a "genuine occupational requirement"). The recruitment documentation should make clear whether this requirement applies to the post.

**Definition of "practising Catholic"** - Schools/colleges may provide guidance to the applicant regarding the definition of a "practising Catholic" with the application pack and/or in the event that the applicant is shortlisted for interview.



**In summary, all suitably qualified Catholic applicants, regardless of the teaching post for which they are applying, are eligible to be given preference over applicants who are not Catholic. Practising Catholic applicants should nominate their Parish Priest as one of their referees. Those applicants applying for the permanent Senior Leadership posts referenced in the Memorandum must provide such details.**

For other teaching posts, Catholics who do not consider themselves to be “practising” may provide a copy of their baptism certificate with their application form, instead of providing a Priest’s reference. Alternatively, they should provide details of the name and address of the Parish where they were baptised and the date of their baptism. For support staff posts, the recruitment documentation should make clear whether being a Catholic is a requirement for the post.

In the event that an applicant is appointed, any failure to disclose the existence of a relationship, whether it be by marriage, blood or as co-habitee, between the applicant or their spouse/civil partner/partner with a member, or an employee, of the Governing Body of the school/college where the post is situated may be considered a disciplinary offence warranting summary dismissal.

### **Immigration, Asylum and Nationality Act 2006**

In accordance with the legal requirements of the Immigration, Asylum & Nationality Act 2006 (“the 2006 Act”) (as amended) the Governing Body is under a legal duty to require all members of staff to provide documentary evidence of their entitlement to undertake the position applied for and to ensure that they have an ongoing entitlement to live and work in the UK. These checks need to be carried out for every person the Governing Body employs regardless of race, ethnicity or nationality. Therefore, on conditional offer of employment, and before a successful applicant commences their post, they must provide supporting evidence of their right to live and work in the UK. Generally speaking, the provision of one of the documents listed below will be sufficient proof but applicants are advised to consider the UK Visas and Immigration requirements for preventing illegal working in the UK for a full list of documents that may prove such entitlement which can be found on the Home Office’s website.

The most common proof of entitlement documents are:

- (a) A passport showing that the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- (b) A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- (c) A Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- (d) A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- (e) A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- (f) A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

- (g) A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- (h) An online right to work check demonstrating that the applicant has either pre-settled or settled status.

The above list is non-exhaustive.

### **IMMIGRATION ACT 2016**

Part 7 of the above Act places a legal duty on those recruiting staff to work in public facing roles within the public sector. Public facing roles within the public sector would include leadership teams, teachers, support staff and others employed to work in state schools. The said duty is to ensure that the applicant is fluent in English or Welsh, as applicable.

The government has produced a code of practice to guide employers on how to implement the requirement without breaching the provisions of the Equality Act 2010.<sup>1</sup>

It is important not to discriminate on the basis of accents and dialects, as this could amount to discrimination on the grounds of race. Note that there is no requirement to test existing staff who are already employed at the school and the code of practice should be considered when recruiting new applicants.

### **Declaration**

The Governing Body has a duty to make a report where the applicant provides false information in prescribed circumstances in accordance with the Education Act 2002.

### **SUPPLEMENTARY FORMS**

#### **Model Recruitment Monitoring Form**

Applicants are not required to complete the Recruitment Monitoring Form, however, if they do, they will be helping the school/college to fulfil its duties under the Equality Act 2010.

The Recruitment Monitoring Form will be used purely for monitoring and statistical purposes and will not form part of the application or the recruitment process. The persons involved in the recruitment process will not have sight of the completed Recruitment Monitoring Form.

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<sup>1</sup> See:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573013/english\\_language\\_requirement\\_public\\_sector\\_workers\\_code\\_of\\_practice\\_2016.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf)

Where applicants wish to complete the Recruitment Monitoring Form they should return it *with* their completed application but in a *separate* sealed envelope clearly marked “Confidential – F.A.O: Recruitment Monitor”.

### **Model Rehabilitation of Offenders Act 1974 – Disclosure Form**

As the position applied for gives privileged access to vulnerable groups, we require all applicants attending interview to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

**If you are invited for interview**, please bring The Disclosure Form with you to the interview in a **separate, sealed envelope** clearly marked “Confidential – Rehabilitation of Offenders Act 1974 – Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.

Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.

The Disclosure Form will only be seen by those persons within the school/academy/college and/or Governing Body / Academy Trust Company / Multi-Academy Trust Company who are required to see it as part of the recruitment process if you are the preferred / one of the preferred candidates for the position.

### **Model Consent to Obtain References Form**

Please ensure that you complete and return the Consent to Obtain References Form with your completed application.

If you have any further questions in relation to the position applied for please contact the school / college where the position applied for is based or contact the individual named on the advertisement for the post.



## CONSENT TO OBTAIN REFERENCES FORM

It is the responsibility of all Applicants to ensure that all named referees have consented to providing a reference. In accordance with Keeping Children Safe in Education (2018) we will obtain and scrutinise references prior to interview and referees will be contacted to provide clarification as appropriate. All information provided by referees will also be compared, for consistency, with the information Applicants have provided on their application form with the intention that questions will be asked during interview if there are discrepancies.

Referees will be asked to verify the contents of an Applicant's application form (where they are relevant) and will also be asked for information about:

- All disciplinary offences (including those where the penalty is "time expired" if related to children; and
- All child protection allegations including the outcome of any child protection investigations.

We will also ask about an Applicant's performance history including details of any capability concerns (including attendance issues).

### Request for your consent

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we will be asking for when we contact your referees.

#### Important information regarding your consent

1. We are Richard Challoner School, Manor Drive North, New Malden, Surrey KT3 5PE.
2. Being a Catholic education provider we work closely with the school's / academy's Diocesan Authority, the school's / academy's Trustees, the Local Authority, the Department of Education, the Catholic Education Service and **Southwark Diocese** with whom we may share information provided by your referees if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is **Mike Cloudsdale** and you can contact them with any questions relating to our handling of your data. You can contact them by calling 020 8330 5947 or via email [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com)

4. We require the information we will request from your referees in order to process your application for employment.
5. To the extent that you have shared any special categories of personal data<sup>1</sup> this will not be shared with any third party except as detailed in paragraph 2 above, unless a legal obligation should arise.
6. If your application is successful, the information provided by your referees will become part of your personnel file which shall be retained throughout the duration of your employment within our organisation and afterwards in accordance with our data retention policy.
7. If you are unsuccessful, your references and any documents you have submitted in support of your application will be destroyed after a period of 6 months.
8. We will keep a record of your consent as evidence that we have obtained your consent to requesting references from your referees.
9. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
10. To read about your individual rights you can refer to our fair processing notice and data protection policies.
11. If you wish to complain about how we have collected and processed any information relating to your application, you can make a complaint to our organisation by following the Complaints Policy available on the school website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-11 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-11 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you have any objection to our taking up your references and to the collection and processing of your data as described in paragraphs 1-11 above
- I agree to you contacting my referees in order to obtain references.

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<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...."

Signature:

Date:

**CONFIDENTIAL****RECRUITMENT MONITORING INFORMATION FORM**

**THE INFORMATION PROVIDED BY YOU WILL BE USED FOR MONITORING AND STATISTICAL PURPOSES ONLY AND WILL NOT SUPPLEMENT OR FORM PART OF YOUR APPLICATION, THE SELECTION CRITERIA USED OR THE SELECTION PROCESS GENERALLY.**

You are not obliged to complete this form but, if you do so, it will help us to fulfil our duties under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, to promote and advance equality of opportunity and to foster good relations between people who share a relevant “protected characteristic” and those who do not. “Protected characteristics”, as defined by the Equality Act 2010, are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Post title:

School:

Date of birth:

**GENDER**

Female

Male

Prefer not to say

**COUNTRY OF BIRTH**

My country of birth is:

**ETHNIC ORIGIN**

I would describe my ethnic origin as:

**1. White**

British  English  Scottish  Welsh

Irish  European  Non-European

Any other White background (please specify):

**2. Black or Black British**

African  Caribbean

Any other Black background (please specify):

**3. Mixed Background**

White and Asian  White and Black Asian  White and Black Caribbean

Any other mixed background (please specify):

**4. Asian and Asian British**

Bangladeshi  Indian  Pakistani

Any other Asian background (please specify):

**5. Chinese and Chinese British**

Chinese

Any other Chinese background (please specify):

**6. Other ethnic group**

Please specify:



## RELIGION

I would describe my religion as:

None  Catholic  Other Christian  Buddhist

Hindu  Jewish  Muslim  Sikh

Any other (please specify):

## DISABILITY

The legal definition of disability is 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities. Some specific conditions deemed to be disabilities include HIV, cancer, multiple sclerosis and severe disfigurements.

Do you have a disability, long-term illness (mental or physical), and/or on-going medical condition that we should be aware of:

Yes:  No:

## Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form. **Please note that the completion of this form is voluntary and is not part of your application. There is no requirement for you to provide the information requested on this form.**

### Important information regarding your consent

1. We are Richard Challoner school, Manor Drive North, New Malden, Surrey KT3 5PE.
2. Being a Catholic education provider we work closely with Southwark Diocese with whom we may share the information you provide on this application form. The reason for this is to enable Southwark Diocese to fulfil its role in supporting its schools and exercising the Bishop's and Trustees' responsibilities (including oversight of its provision).
3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by calling 020 8330 5947 or via email [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com).
4. We require the information we have requested on this form in order to fulfil our duties under the Equality Act 2010, namely for statistical and equal opportunity monitoring purposes. As part of our duties under the Equality Act 2010 we will share the information you provide with Southwark Diocese and for scrutiny purposes as part of an audit.

5. To the extent that you have shared any special categories of personal data<sup>1</sup> this will not be shared with any third party except as detailed in paragraphs 2 and 4 above, unless a legal obligation should arise.
6. We shall retain the information you have provided on this form for a period of 6 months to enable equal opportunity monitoring to take place.
7. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this application form.
8. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
9. To read about your individual rights you can refer to our fair processing notice and data protection policies.
10. If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the Complaints Policy available on the school website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioner's Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-10 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-10 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-10 above
- I agree to my personal data being shared as stated in paragraphs 2 and 4 above: Yes  No

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<sup>1</sup> Article 9(1) GDPR sets out the special categories of personal data as follows: "personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation...."

**CONFIDENTIAL****REHABILITATION OF OFFENDERS ACT 1974 – DISCLOSURE FORM**

This disclosure form is supplementary to the relevant section relating to the Rehabilitation of Offenders Act 1974, of the relevant CES Application Form.

If you are invited for interview, please bring this form with you to the interview in a separate, sealed envelope marked “Confidential – Rehabilitation of Offenders Act 1974 - Disclosure Form”. You will be asked to hand the form to the interviewer at the end of the interview.

1. In accordance with statutory requirements certain pre-employment checks are conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
2. The information obtained from these checks is used to help safeguard these groups. It will not be used to discriminate unfairly against those with convictions which we consider unrelated to working with vulnerable groups. We ask for this information in order to facilitate an honest and open dialogue with prospective employees and we encourage all prospective employees to provide contextual information regarding any convictions disclosed.
3. Having a criminal record will not automatically bar you from employment or voluntary work with us.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a “protected” conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

**This means that you must disclose all spent and unspent convictions on this form other than those which are so “protected”. This may include any driving offences. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service website.**

Failure to disclose any disclosable criminal convictions could lead either to your application being rejected or, if you are appointed, to summary dismissal if it is subsequently discovered that you have had any criminal convictions and a referral to the Police may be made.

**It is an offence to knowingly apply for, offer to do, accept, or do any work in a regulated position if you have been disqualified from working with children.**

**Any offer of employment will be subject to checks being carried out in order to ensure that you are not subject to a prohibition order or an interim prohibition order.**

Failure to complete this form may render your application invalid.

Full Name:

Date of Birth:

Post Applied for:

Please check the appropriate box to indicate whether you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013):

No:  Yes:

If you have answered yes to the question above, please set out the following details below:

- Date of each conviction / pending hearing / reprimand / warning;
- The offence;
- The sentence; and
- The Police Force / Court involved.

**Declaration:** I hereby certify that the information given above is true and accurate:

SIGNATURE :

DATE :

## Request for Your Consent to Process Your Data

In compliance with the General Data Protection Regulation (GDPR), we wish to ensure you are aware of the purpose for which we are requesting your consent to collect and process the data we have asked you to provide on this form.

### Important information regarding your consent

1. We are Richard Challoner School, Manor Drive North, New Malden, Surrey KT3 5PE.
2. To the extent that you have disclosed any criminal records information on this form, your information may be shared with OFSTED/Estyn and the Local Authority Designated Officer for child protection matters (the LADO). As a Catholic education provider, we work closely with Southwark Diocese with whom we may be required to share the information you have provided on this form.
3. The person responsible for data protection within our organisation is Mike Cloudsdale and you can contact them with any questions relating to our handling of your data. You can contact them by calling 020 8330 5947 or via email [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com).
4. We require the information requested on this form in order to process your application for employment and to ascertain whether you are a suitable candidate to work with children/in a child centred environment.
5. We require you to complete this form regarding criminal records disclosure as the information is needed in order to assist us in complying with our legal obligation to safeguard and protect children from harm.
6. If your application is successful and you have disclosed criminal records information on this form, we shall retain the form as part of your permanent employment record and afterwards in accordance with the School's data retention policy. In addition, we shall document and retain records of relevant guidance/advice received by OFSTED/Estyn and/or the LADO and any other appropriate third party.<sup>1</sup>
7. If you are unsuccessful and you have disclosed criminal records information which could disqualify you from working with children/in a child centred environment, we shall share the information you have provided on this form with OFSTED/Estyn and/or the LADO and any other appropriate third party.<sup>2</sup>

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<sup>1</sup> See paragraph 2.

<sup>2</sup> Ibid

8. If you are unsuccessful and you have not disclosed criminal records information on this form, this form shall be destroyed after a maximum period of 6 months.
9. We will keep a record of your consent as evidence that we have obtained your consent to collect and process the data you have provided on this form.
10. You have the right to withdraw your consent at any time and can do so by informing our organisation's Data Protection Officer (see paragraph 3 above) that you wish to withdraw your consent.
11. If you fail to complete this form we may not be able to comply with our legal duty to safeguard children. This means that we may not therefore continue to process your employment application or offer you a position within our organisation.
12. To read about your individual rights you can refer to our fair processing notice and data protection policies.
13. To complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following the Complaints Policy available on the school website. If you are unhappy with how your complaint has been handled you can contact the Information Commissioners Office via their website at [www.ico.org.uk](http://www.ico.org.uk).

### **Request for your consent**

Please ensure that you read paragraphs 1-13 above and raise any relevant questions before providing your consent below:

- I confirm that I have read and understood paragraphs 1-13 above and that I have been offered the opportunity to raise any relevant questions: Yes  No
- Please check this box if you have any objection to our collecting and processing your personal information as described in paragraphs 1-13 above
- I agree to my personal data being shared as stated in paragraphs 2, 6 and 7 above:  
Yes  No