



St. Antony's Catholic College
in partnership with Loreto Grammar School

Guidance Notes for Teaching Staff Applicants

It is important to read these notes of guidance before completing your application form.

Please also read carefully all the following documents for your information:

- Information for candidates incorporating letter from Headteacher detailing the department and the application process
- Job Description and Person Specification
- Application form

All of these documents can be found on the school website www.st-antonys.com under Staff then Vacancies.

The person specification, which is divided into attributes which are essential and desirable, outlines the skills, knowledge and experience applicants will need to have to be able to successfully undertake the role. Use the person specification to help you pick out the relevant aspects of your experience, skills and knowledge. The short-listing panel will be looking for evidence in your application form that you match each of the criteria on the person specification. It is important that you use examples in your application to show clearly how you meet the essential and desirable criteria.

Applications will only be accepted from candidates completing the application form in full. Please complete clearly in dark ink or type as it may be photocopied. We do not accept CVs in support of your application.

Please prepare your application form with a covering letter outlining your suitability, addressed to Mrs F Wright, Associate Headteacher and signed by you.

Take care to complete all sections of the application form. If you think some sections do not apply to you, write N/A in the section provided for your answer.

Date of Birth: The Governing Body complies with the Equality Act 2010 and does not discriminate on grounds of age. Date of birth details are requested in line with best safeguarding practice including 'Safeguarding Children: Safer Recruitment and Selection in Education', DFES-04217-2006.

Send your application form and covering letter for the attention of Mrs F Wright, Associate Headteacher, St Antony's Catholic College, Bradfield Road, Urmston, M41 9PD or email to head@st-antonys.com.

Please observe the closing date as no applications will be accepted after this date.

Applications will not normally be acknowledged.

If you have not heard from us within 3 weeks of the closing date (or by the date stated), please assume that your application has been unsuccessful on this occasion.

If you are shortlisted, you will be invited for interview by letter and email. You will be sent the following information:

Date and time of interview, parking details, programme for the day, details of the observed lesson/presentation/other task which will form part of the interview (if appropriate), year group to be taught and number of students (if appropriate).

A tour of the school is normally undertaken during the recruitment process.

Candidates will be asked to bring to interview the following original documents:

- Original certificates of qualifications
- Teaching certificate (if applicable) and verification of successful completion of statutory induction period (where appropriate)
- Passport and/or visa
- Current DBS certificate or documentary evidence of identity for DBS requirements.
- This can be: current driving licence or passport which includes a photograph, birth certificate or marriage certificate plus a document such as a utility bill or financial statement that shows your full name and address dated within the last 3 months. Three **ORIGINAL** documents must be seen in total
- Where appropriate, any documentation evidencing a change of name.

These will all be photocopied, with your permission, for our records

Please note that your 2/3 referees will be contacted at the same time that candidates are invited for interview. At least one of these must be your current/most recent employer. IT IS ESSENTIAL that you provide accurate address, telephone AND email address details for each referee.

Previous employers who have not been named as referees may be contacted to clarify employment history and to verify particular experience.

Governors will have the final decision upon the suitability of references supplied.

The offer of employment to the successful candidate is conditional upon:

- Satisfactory References
- Verification of qualifications and professional status
- Satisfactory medical assessment – successful candidates complete a medical questionnaire and may be required to pass a medical examination by the occupational health advisors used by the school.
- A check on the Barred List
- Satisfactory enhanced DBS disclosure/updates
- Verification of identification
- Satisfactory proof of eligibility to work/live in the UK eg passport, national identity card, residence permit/certificate etc

Please note that checks will be made on: qualified teacher status (QTS), completion of induction, Prohibition Orders, an active teaching restriction, suspensions or conditional orders and failure of induction or probation period, via the Employer Access Service.

For the successful candidate, application forms, interview notes and references are retained on file. For unsuccessful candidates, these documents are destroyed 6 months after the recruitment process has concluded.

Photocopies of original documents of appointed candidates eg DBS, qualifications etc are kept in the individual's personnel file.

St Antony's Catholic College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Successful applicants will be asked to complete and return a 'DBS Application Form' for which ID should be provided at interview stage.

Candidates should be aware that all posts in school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

The Governing Body supports equality of opportunity in employment and will follow the school's own Equal Opportunity policy and will not discriminate on the grounds of gender, ethnic origin, disability, religious belief, sexual orientation or age. All employment and pay related decisions will be taken in compliance with the Race Relations (Amendment) Act 2000, Disability Equality Duty (2003) and Equality Act (2006).

The 'Memorandum on Appointment of Teachers to Catholic Schools' states that: The most senior roles in the school, ie the posts of Headteacher, Deputy Headteacher and Head of Religious Education must be filled by a baptised and practising Catholic.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected.