



## Applying for a job at Bankside Primary School, Bankside Children's Centre or the NEPAIP

*Leaders have created a school that is an integral part of the community. They recognise the richness and benefits of serving a diverse community. Staff are very positive about the school. They feel valued. Leaders provide care and support for staff. All staff have high aspirations for their pupils." (Jan 2020).*

*At Bankside, we are passionate about celebrating the diversity of our children, families and staff community. We value the experience and contributions of people from all walks of life. We promote diversity and want a workforce which reflects the population of Leeds.*

*This school is committed to safeguarding and promoting the welfare of all children and expects all staff and volunteers to share this commitment. The Successful candidate will be subject to an enhanced Disclosure & Barring Service Check.*

**Thank you for expressing an interest in joining our school, the Children's Centre or the NEPAIP. The enclosed application pack contains a number of documents providing background information about our school and the vacancy that we are advertising. We hope you will find this information useful and we look forward to hearing from you.**

Jobs advertised for employment within either Bankside Primary School or Bankside Children's Centre are based at Bankside Primary School, Shepherds Lane, Leeds, LS8 5AW. Bankside School manages the budget and administration for the NEPAIP, Positions for the NEPAIP are based at the NEPAIP office, building 3, 63 Leopold Street, LS7 4DA

## Making an Application

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### Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (eg gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer. If you work in a school this should be your head teacher.

CVs are **not** accepted as part of the application process.

Please note that when making an application for any role here you must confirm (on the application form) that you have not been disqualified from working with children, cautioned or sanctioned regarding this. If you disclose your conviction it is important to be as honest as you can be. Failure to do so is likely to lead to dismissal and could also, potentially, lead to civil litigation for breach of contract) and even further criminal charges.

### Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Remember to sign the declaration on the final page of the application form. We accept electronic signatures, however you will be asked to sign your application if you attend for interview.

### Submitting your application – important points:

**Please submit your application via e-mail to the address shown in the advert. If it is sent to another school email address it may be missed and your application not considered.**

**Please ensure the role you are applying for is clearly referenced on the form – if we are advertising for multiple roles and we do not know easily which role you are applying for your application may be missed.**

**Please clearly name your attachment with your name and the post you are applying for**

**For teaching posts:** in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.

**Please refer to the advert for the closing date.**

## The Interview and Selection Process

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Those candidates who meet all the requirements for the post will be short listed and details of the interview programme will be confirmed in writing.

Non shortlisted candidates will not be contacted. Unfortunately we are not able to offer individual feedback to non-shortlisted candidates.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Disability Discrimination Act 1995 and 2005, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. 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 Disability Discrimination Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

## Induction and CPD

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The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.

## Pre-employment checks

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### References

If you are short listed we will normally take up references **before** the interview date. One of your referees **must** be your current or most recent employer. For staff applying from another school one of your referees **MUST** be your head teacher.

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

**Please provide a correct business email address for your referees and a telephone contact number.**

Copies of references or references that are addressed "to whom it may concern" will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

### Visual Identity Documents

Candidates attending interview are required to bring visual proof of identity with them. Acceptable documents include current valid passport, card driving licence, LCC identity pass or a document containing the PASS logo.

### Disclosure & Barring Check

Employment at this school is subject to an enhanced check with the disclosure & barring service, checks will also be made against the Barred List. Prohibition and list 128 checks are made as appropriate.

All checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [www.gov.uk](http://www.gov.uk) website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

**For short listed Candidates only - Any previous convictions, reprimands or cautions that may be subject to disclosure by an enhanced DBS should be disclosed at the interview stage.** A statement of these details should be sent under separate cover in an envelope marked 'Private and Confidential – For the Addressee Only' in the top left hand corner to the chair of the interview panel. Failure to do so may negate any offer of employment following interview.

### Validation of Qualifications

All short listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

### Right to Work in the United Kingdom

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. Applicants can expect us to ask for proof of this at interview stage, and should bring some original documentation to confirm eligibility to work within the UK. Photographic proof of identity will also be required.

### Medical Assessment

A satisfactory pre-employment health check will be required for all staff before we confirm any offer of an appointment.

## **Disqualification from Childcare regulations**

Candidates applying for positions that involve provision of early years (up to and including reception age) childcare during the school day and, or later years provision outside of the normal school day for children who are above reception age but who have not attained the age of 8 (for example, after school clubs, breakfast clubs) will be required to sign the disqualification regulations letter. This confirms that they have read the 2006 disqualification guidance and agreement to notify the head teacher of any reason affecting their suitability for the job.

## **School Policies**

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### **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. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Our Safeguarding & child protection policy and Keeping Children Safe in Education (statutory guidance) are available on our web site. <http://banksideprimary.org/policies/>

### **Whistle Blowing**

We recognize that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

### **Code of Conduct and Personal Behaviour**

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well-being of all its employees and pupils.

The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England). While registered teachers are bound by

the code, the school considers the principles to apply to all staff employed at the school.

### **Equal Opportunities**

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.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

### **GDPR and Data Protection**

The school takes the need to protect personal data seriously and has a data protection policy and data security policy in place.

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing a 'privacy notice' to individuals where we are processing their personal data. Only personal data that is necessary for the recruitment and selection process will be collected from candidates; this data being kept in accordance with our retention schedule. For more details, please refer to the privacy notice for candidates (attached). If you have any questions, concerns or would like more information about anything mentioned in the privacy notice, please contact our data Protection team at:

[school.office@banksideprimary.org](mailto:school.office@banksideprimary.org)

Full details of all these policies are available from the school upon request. You can also find out more about our policies and see what's going on at our school by accessing the school website at: [www.banksideprimary.org](http://www.banksideprimary.org)



## Privacy Notice (How we use workforce information)

Workforce is defined as all paid staff including those on placements, secondments, and agency staff. It will also include local authority staff engaged and paid by the governors of the school and for unpaid staff /volunteers.

The categories of school information that we process

These include:

- personal information (such as name, employee or teacher number, national insurance number, date of birth and address including emergency contacts)
- medical and disability information
- characteristics information (such as gender, age, ethnic group)
- contract information (such as start date, hours worked, post, roles, and salary information for payroll)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)

This list is not exhaustive, to access the current list of categories of information we process please see the school's Data Map, sometimes called the Record of Processing Activity (RoPA).

## Why we collect and use workforce information

We use workforce data to:

- a) enable the development of a comprehensive picture of the workforce and how it is deployed
- b) inform the development of recruitment and retention policies
- c) enable individuals to be paid
- d) to comply with HMRC and employment legislation

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the

controller is subject." and 6 (1) (e) - **processing is necessary for the performance of a task carried out in the public interest** or in the exercise of official authority vested in the controller"

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)

## Collecting workforce information

We collect personal information from individuals directly, e.g., from application forms, starter paperwork, staff contract forms, data collection exercises and consent forms

Workforce data is essential for the school to function. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with UK GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this and that you can change your mind at any time.

## Storing workforce information

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please see the Data Map/RoPA and the Information and Records Management (IRMS) Toolkit for Schools [IRMS Schools Toolkit - Information and Records Management Society](#)

## Who we share workforce information with

We routinely share this information with:

- our Local Authority (LA) Children's Services, the LA payroll department,
- the Department for Education (DfE)
- HM Revenue and Customs (HMRC)
- HR (Human Resources) provider
- Occupational Health
- Insurance company

This list is not exhaustive.

### Why we share school workforce information

We do not share information about our workforce members with anyone without consent unless the law and our policies allow us to do so.

#### Local authority and Department for Education (DfE)

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections.

All data is transferred securely and held by the Department for Education (DfE) under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

#### HM Revenues and Customs

(HMRC) <https://irms.org.uk/general/custom.asp?page=SchoolsToolkit>

The HMRC collects information about employees to maintain tax records and National Insurance (NI) contributions data in accordance with employment law and a number of statutory regulations and instruments (NI, Statutory Sick Pay, Statutory Maternity Pay etc).

#### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Head Teacher / School Business Manager or the Data Protection Officer.

You also have the right to:

- to ask us for access to information about you that we hold
- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing

- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

#### Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the school office on [school.office@banksideprimary.org](mailto:school.office@banksideprimary.org) or [dpo@banksideprimary.org](mailto:dpo@banksideprimary.org)

#### Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in August 2023

#### Contact

If you would like to discuss anything in this privacy notice, please contact: **Richard Lewis-Ogden, Data Protection Officer** on [DPO@bywaterkent.co.uk](mailto:DPO@bywaterkent.co.uk)

#### How Government uses your data

The workforce data that we lawfully share with the Department for Education (DfE) through data collections:

- informs the Department for Education (DfE) policy on pay and the monitoring of the

- effectiveness and diversity of the school workforce
- links to school funding and expenditure
- supports 'longer term' research and monitoring of educational policy

### Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (DfE) including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

### Sharing by the Department for Education (DfE)

The Department for Education (DfE) may share information about school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice, or guidance

The Department for Education (DfE) has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether the Department for Education (DfE) releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

### How to find out what personal information the Department for Education (DfE) hold about you

Under the terms of the Data Protection Act 2018, you're entitled to ask the Department for Education (DfE):

- if they are processing your personal data
- for a description of the data they hold about you

- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department for Education (DfE), you should make a 'subject access request'. Further information on how to do this can be found within the Department for Education's (DfE) personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the Department for Education (DfE):

<https://www.gov.uk/contact-dfe>