



Applying for a job at Bankside Primary School,

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

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

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

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

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 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

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

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

Privacy Notice (How we use job applicants' information)

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as "processing" in the data protection legislation).

The categories of information that we process

These include:

- Contact details
- Copies of Right to Work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- online/social media checks at the shortlisting stage

We may also process (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This may include information about:

- Race, ethnicity, sexual orientation, religious beliefs, and political opinions
- Disability and access requirements
- Photographs and CCTV footage
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.

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 job applicants' data to:

- a) enable us to confirm relevant experience

and qualifications

- b) facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c) enable us to monitor equalities
- d) to ensure access requirements can be met for candidates that need them.

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)

We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Collecting job applicants' information

We collect personal information from individuals directly, e.g., from application forms and references. Most data held will have come from you, but we may hold data about you from:

- Local authorities

- Government departments or agencies
- Police forces, courts, or tribunals

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 job applicants' information with

We do not routinely share information about you with any third parties without consent unless the law requires us, or our policies allow us to do so. Where we are legally required, to share personal information or our policies comply with the UK data protection law) we may share it with:

- our Local Authority (LA) Children's Services e.g., for safeguarding concerns
- Service providers such as HR (Human Resources) and recruitment advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. However, please note that references provided during the recruitment process will not be routinely shared with the

applicant, in line with the employment reference exemption under the Data Protection Act 2018 and UK GDPR. This exemption allows us to withhold the content of references where necessary to protect the confidentiality of the information provided. To make a request for your personal information, contact **the Head Teacher / Estates 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 email address –
school.office@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 October 2024.

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