

Recruitment and Selection Policy

Working at The Latymer School is fulfilling and demanding and we value all who work here.

We are committed to attracting and retaining a workforce representative of the local community and ensuring equal access to our jobs at all levels and to develop all employees to their full potential. Therefore, we put much emphasis on the support that we give through our Continuing Professional Development (CPD) programme.

We are working towards equality of opportunity for all, devoting our energies and resources to the achievement of this aim. We do not discriminate on grounds of age, colour, disability, ethnic origin, gender, HIV status, immigration status, marital status, social or economic status, nationality or national origins, race, religious beliefs, responsibility for dependants, sexual orientation, trade union membership or unrelated criminal conviction. As an employer serving the local community, we strive to eliminate racism, sexism and all forms of discrimination, recognising that this requires not only a commitment to remove discrimination, but also action to redress inequalities produced by past discrimination.

We are committed to safeguarding and promoting the welfare of children/young people. We expect all staff and volunteers to share this commitment and to play a full and active part in protecting our pupils from harm.

We are committed to valuing and developing our workforce. We encourage staff to undertake qualifications, other assessed education and training relevant to the school's needs. This commitment is designed to provide us with trained, qualified and committed staff, as well as opportunities for individual career development and personal growth.

What we will expect from you

The community we serve deserves the highest standards of teaching and care for our students and behaviour from all our staff. We will expect you to promote:

- the highest professional standards
- harmonious working relationships
- the school's vision and values

Pay

Our teachers are paid according to nationally agreed pay scales and spines which are set out in the statutory 'School Teachers' Pay and Conditions' document. Our non-teaching staff are paid according to the pay scales set by the London Borough of Enfield and agreed by the Governing Body.

Excellent pension schemes

The pension schemes available for both teaching and support staff are considered to be amongst the best available.

The Teachers Pension Scheme is a final salary scheme with no actuarial reduction for teachers retiring at 60 regardless of length of service. Employees contribute 6% and the employer currently contributes 13.5%.

Non-teaching staff can contribute to The London Borough of Enfield Pension Scheme which is also a final salary scheme. Employees contribute 6% of their salary and the employer currently contributes 13.6%.

Staff Development

We are committed to developing all our employees to meet the needs of the school and personal development of the individual. School staff receive regular appraisals where training needs are identified and agreed to ensure that everyone is able to contribute as fully as possible in the life of the school.

Working Environment

We are constantly striving to provide a working environment that is safe for all, fit for purpose and provides up to date teaching and sports facilities for all our stakeholders.

How to apply for a job

We recognise that applying for jobs can sometimes be daunting. We want our recruitment process to be clear and easily understood. So we have prepared these guidelines to help you understand our approach to recruitment, and so that you know what information we need from you.

What we want to achieve in the Recruitment Process

Quite simply, we will appoint the best person for the job, in a manner that is fair to all applicants. Our application process aims to ensure we have sufficient information to make timely, fair and equitable decisions that are based solely on merit. As such we aim to give you the opportunity to provide up to date information about your abilities and experience, as they relate to the post you are applying for. On our website you will find a job description and person specification. These are key documents which give you information about the job, the skills and other attributes that we believe are necessary to make a success of this role. We advise that you consider them carefully before you decide whether to apply.

The Job Description

This aims to give you a full description of the main purpose of the job. The list of duties is not exhaustive, but provides an overall summary of the scope of the job, and what we will expect of the successful applicant.

The Person Specification

This describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about this carefully when writing the **supporting statement** part of your application form. We use the person specification as a benchmark against which we assess all candidates. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification. What you write in your statement will be used to decide whether you should be put on a shortlist of candidates for interview. Please note that if there are a large number of applicants who meet the essential criteria for the job then the desirable criteria may be used to shortlist.

Completing the Application Form

An offline copy of the application form is available to download from our website. It should be downloaded, saved, completed and returned to sdyj@latymer.co.uk

Remember, the application form is the only information we have about you, and it is your opportunity to demonstrate that you are able to meet the requirements of the job. You should carefully describe the kind of work you have done, and relevant experience that you have had. Do this in terms of your actual roles and responsibilities (for example in a project, work area or team) and give examples where possible. We want to know about your individual achievements, not those of your organisation! Any experience gained outside of paid employment may be equally relevant, so give considerable thought to this area. Describe any relevant skills, experience and knowledge which you use or which have helped you develop. You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

Ensure that you list all your previous employment including any gaps and use a separate sheet if necessary. It is important that you provide this information for child protection purposes.

Ensure you set out the information you are providing in a well organised, logical and concise format.

Equal Opportunities Monitoring Form

Please complete and return this with your application. Once received, this information is separated from the application form and is not used in the shortlisting process in any way. It does, however, provide us with valuable equal opportunities information for monitoring purposes.

References

All appointments are subject to the school receiving satisfactory references, and the application form asks you to identify two individuals for this purpose. References will normally be taken up prior to interview unless you indicate on the application form that you do not wish to have them taken up at this stage. Your referees should have first hand knowledge of your work skills and abilities and when possible have been your direct line manager. We require your present or most recent employer to be one of the referees wherever possible. In this case, it is essential that any referee you give is authorised by the organisation to provide a reference. If you are a college or school leaver then please provide a teacher/tutor as your referee. If you are returning to work after a career break or are seeking employment in the United Kingdom for the first time, and you are unable to use your last employer for a legitimate reason (eg company no longer exists), consider who could give an appropriate reference under the circumstances. For example, a reference from an organisation where you undertook voluntary work, would be helpful. Alternatively, someone who knew you as a colleague may provide a reference. If you are in doubt about this, please explain your situation to the school as personal references do not provide objective information for a working situation. Any relevant issues arising from the references will be taken up at interview.

Applicants with disabilities

When you return your application form please indicate whether you have a disability. We need to know this as we offer a guaranteed interview to all applicants with a disability (as defined by the Disability Discrimination Act) if you meet all the essential criteria for the job. Please also indicate whether you require any special aids, adaptations or conditions for your interview.

A Final Word

Your application form is the only information we will have about you. It's your selling point before an interview, so take care when completing the form. Keep a copy of the completed form with the Job Description and Person Specification, and any other details for future reference.