

# The Role



## CRANFORD SCHOOL

Cranford School invites applications for an outstanding teacher and visionary leader to assume a key leadership position within the Senior Leadership Team at Cranford School with effect from September 2024.

The Assistant Head – Sixth Form will be a member of the Senior Leadership Team and will maintain a visible presence around the School. The postholder will help to maintain the academic standards across the Senior School with a focus on Sixth Form.

Our growing Sixth Form is a warm and welcoming community and an exciting place to learn and develop. As Assistant Head - Sixth Form you will be the leader and ambassador for this section of the school, both to our external stakeholders and within our school community.

The successful applicant will play a key role in ensuring all our Sixth Form pupils are supported to reach their potential in terms of qualifications and higher education outcomes. They will also be central to the successful recruitment, welcome and induction of new pupils and the effective creation of a co-educational Sixth Form community in which inclusivity and respect is nurtured every day.

We want our leavers to be prepared for the world beyond Cranford and to forge their own path. This makes the Assistant Head - Sixth Form a particularly key role in the School development. They will be important in ensuring that all our pupils are ready for the world they will join when they leave Cranford and that they feel prepared to live independent and purposeful lives, and to make a positive impact in their future life choices.

The successful candidate will join a friendly, supportive, and ambitious team both at SLT level and across the School.

We hope you find the information in this brochure informative and exciting and look forward to receiving your application.

Cranford School is located 5 miles from the historic market town of Wallingford, less than thirty minutes from the picturesque town of Henley-upon-Thames and within a short commuting distance from Oxford and Reading.

# The Role

## Further Information

Please visit our website <https://www.cranfordschool.co.uk/information/career-vacancies> for further information including an Application Pack and Application Form.

For more information, to discuss the role, or any aspect of working at Cranford School, please contact Human Resources on 01491 651218.

## Application

To apply for this role, please email a completed [Application Form](#) to [recruitment@cranfordschool.co.uk](mailto:recruitment@cranfordschool.co.uk) or post to HR Department, Cranford School, Moulsoford, Wallingford, Oxfordshire OX10 9HT. Cranford School will only accept copies of a curriculum vitae alongside a fully completed application form. A curriculum vitae on its own will not be accepted.

# The Role

<b>Assistant Head – Sixth Form</b>	
<b>Job Description</b>	
<b>Role:</b>	Assistant Head – Sixth Form
<b>Accountable to:</b>	The Head
<b>Job Purpose:</b>	As a member of the Senior Leadership Team, the Assistant Head - Sixth Form works closely with the Head and the Deputy Heads to implement the overall vision for the school and for the Sixth Form. They are actively involved with the SLT in formulating and delivering the whole school strategy.
<b>Responsible for:</b>	<p>The Assistant Head – Sixth Form is a member of the Senior Leadership (SLT) Team and will play a central role in both the strategic planning and the ongoing development of the School for the benefit of current and future pupils.</p> <p>To continue to develop the profile of the Sixth Form as the destination of choice for A Level study for Year 11 students. Promote the Sixth Form to families who seek first-class post-16 education at a school with a proven track record of excellent examination results.</p>
<b>Accountabilities</b>	
<b>Key SLT Responsibilities</b>	<ul style="list-style-type: none"> <li>● Deputise in the Head’s absence as requested.</li> <li>● Work with other members of the SLT to ensure the efficient organisation and administration of the school.</li> <li>● Work with other members of the SLT on the school’s strategic planning and implementation.</li> <li>● Contribute to teacher and pupil recruitment, and the development of marketing events as required.</li> <li>● Contribute to the ongoing appraisal process as determined by the appraisal policy.</li> <li>● Provide effective leadership and management, with a view to supporting the school’s strategic vision.</li> <li>● Attend any meeting as directed by the Head.</li> <li>● Operate within the context of a independent school.</li> <li>● Attend and help to host school public events.</li> <li>● Undertake evening duties to support the School community.</li> <li>● Lead and develop all aspects of the academic strategy for the School.</li> </ul>

# The Role

	<ul style="list-style-type: none"> <li>• Advise the Head &amp; SLT on all academic developments related to Sixth Form including new initiatives, staffing, curriculum development and training needs.</li> <li>• Oversee the Sixth Form budget.</li> <li>• Ensure that every department's Scheme of Work, Handbook, Action &amp; Development Plan, and teaching strategy is regularly reviewed and consistent with whole-school policy and the School Strategic Development Plan.</li> <li>• Liaise with Head of Year 12 and 13 to ensure effective monitoring and tracking of the academic progress of all pupils to ensure that pupils are achieving to the best of their ability.</li> <li>• Work closely with the SENCo on all academic matters.</li> <li>• Liaise with staff and parents over all academic matters including academic concerns about individual pupils, and meeting parents and pupils as necessary.</li> <li>• Strategic plan and contribute to the formulation and evaluation of the School Development Plan and SEF.</li> <li>• To lead the Sixth Form, representing its interests at whole school level through membership of the Senior Leadership Team.</li> <li>• Be the public face of Cranford School's Sixth Form provision, internally and externally.</li> </ul>
<p><b>Policy/Strategic direction and development</b></p>	<ul style="list-style-type: none"> <li>• To support the Head in translating the vision for the school into agreed objectives and operational action plans, which involve Sixth Form evolution and ongoing development, and leading their effective implementation.</li> <li>• To work as part of the SLT to formulate and deliver whole school strategy.</li> <li>• Plan the development of the Sixth Form and write the departmental development plan, with an emphasis on recruitment and retention.</li> <li>• Assist with marketing and public relations activities as requested by the Headmaster.</li> <li>• Lead the recruitment, admission and induction processes for students into the Sixth Form, including the planning and implementation of the Sixth Form Assessment process, management of the Sixth Form Induction and preparation of the Sixth Form Handbooks and the Sixth Form Prospectus.</li> <li>• To make recommendations for developments to ensure that the school's approach and policies continue to meet the Sixth Form's developing needs.</li> <li>• To maintain an understanding of developments within the sector, to ensure the continued delivery of Sixth Form provision at Cranford.</li> <li>• Make a leading contribution to the development of the Sixth Form Curriculum offer in collaboration with the Senior Leadership Team.</li> </ul>

# The Role

	<ul style="list-style-type: none"> <li>Working closely with the Head and SLT, plan and devise an enriching programme of extra-curricular trips and activities for Sixth Form students.</li> </ul>
<b>Leadership &amp; Management of others</b>	<ul style="list-style-type: none"> <li>To act as a Deputy to the Head as and when required and to represent the Head in his absence throughout the school.</li> <li>To Lead by example, providing inspiration and motivation, embody for the pupils, staff, governors, parents, and wider community the vision, purpose, and leadership of the school.</li> <li>To represent the Sixth Form, internally and publicly, upholding its interests within and beyond the school.</li> <li>To work collaboratively and line manage the Head of Year 12 and 13.</li> <li>To support whole school and Sixth Form events.</li> <li>To work closely with the Head of Year 12 and 13 to communicate effectively to Sixth Form pupils and their parents. To support whole school decision-making via the SLT.</li> </ul>
<b>Admissions &amp; Inductions</b>	<ul style="list-style-type: none"> <li>To work closely with the admissions department, to take a leading role in the recruitment of new pupils into the Sixth Form, including organising and attending open events (internal and external), planning the structure of transition events and the Scholarship and Assessment process including assessments and interviews.</li> <li>To oversee, in collaboration with the Head of Year 12 and 13 the induction of new Sixth Form pupils (including induction events, peer support, pupil surveys etc.)</li> <li>To oversee, in collaboration with the Head of Year 12 and 13, the transition of current pupils into the Sixth Form, to ensure a smooth and exciting part of their school career.</li> <li>To work closely with the Director of Admissions on all matters relating to the assessment and interview of external applicants at 16+ and the internal scholarship assessments at 16+.</li> </ul>
<b>Communication &amp; External Links</b>	<ul style="list-style-type: none"> <li>To work closely with the Head and the Director of Marketing to market Sixth Form to internal and external candidates, focusing particularly on successful retention.</li> <li>To support the Head in ensuring that parents are kept well informed about the school's Sixth Form curriculum, its targets, Sixth Form student attainment, and their part in the process of improvement.</li> <li>Support the Head in ensuring that school policies and procedures surrounding Sixth Form are regularly communicated to staff and students so that they are clear about their responsibilities.</li> </ul>

# The Role

	<ul style="list-style-type: none"> <li>Support the Head in ensuring that links with parents, other schools, educational institutions, and the wider community, including business and industry, are developed in order to enhance teaching and learning and students' personal development.</li> </ul>
<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>To ensure high academic standards, expectations and outcomes are promoted and sustained within the Sixth Form.</li> <li>To monitor the academic progress of all Sixth Form students to enable them to achieve their potential and thrive, and to lead and support academic interventions and support programmes in collaboration with the Head of Year 12 and 13.</li> <li>To cultivate values of intellectual curiosity and academic scholarship amongst Sixth Form pupils, promoting attendance at Sixth Form enrichment talks and events.</li> <li>To support the responsible use of study time by Sixth Formers, both in the Sixth Form study rooms and the Library.</li> <li>To support pupils and parents at GCSE, and A level results days, and in discussions surrounding these. Ensure the appropriate use of technology to support the School's academic aims.</li> </ul>
<b>Leadership &amp; management of others</b>	<ul style="list-style-type: none"> <li>Manage the monitoring of implementation of Schemes of Work and Curriculum Policy throughout the Sixth Form.</li> <li>Monitor, evaluate, and develop the quality of teaching and learning throughout the School via work scrutiny, mutual observation and learning walks.</li> <li>Monitor academic policies throughout the Sixth Form.</li> <li>Ensure measures are in place to deliver exceptional educational outcomes for all pupils in the Sixth Form.</li> <li>Create an aspirational and ambitious culture of learning in the Sixth Form.</li> <li>To make a significant contribution to the production and update of the School Development Plan, SEF and other evaluative and strategic plans and documentation.</li> <li>To ensure the very highest standards are attained and maintained leading to excellence with ISI.</li> <li>Ensure a culture of working together to achieve the highest standards.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>To support the development office with the development of links with the wider community, including business and industry, including through attendance at external events.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>To support other senior staff as needed in relation to matters involving pupils or staff.</li> </ul>

# The Role

	<ul style="list-style-type: none"> <li>● To contribute to staff training, other CPD and staff reviews as required.</li> <li>● Other reasonable duties as requested by the Head.</li> </ul>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>● Ensure a commitment to safeguarding and promoting the welfare of children.</li> <li>● Support and/or leading assembly, as required</li> <li>● Provide guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions.</li> </ul>
<b>Marketing and external links, including public occasions</b>	<ul style="list-style-type: none"> <li>● Develop strong and effective partnerships with parents and external organisations.</li> <li>● Seek educational partnerships with outside agencies, including Schools businesses and other organisations.</li> <li>● Participation in events aimed at the recruitment of students.</li> <li>● Support the SLT by overseeing and participating in the organisation of major School events such as Information Evenings, Open Days, Carol Service and Awards ceremonies.</li> <li>● To teach an agreed, reduced timetable.</li> <li>● Carry out such duties as the Head may reasonably request.</li> </ul>
<b>General requirements – All school staff are expected to:-</b>	<ul style="list-style-type: none"> <li>● Work towards and supporting the school vision and the current School objectives outlined in the School Development Plan.</li> <li>● Contribute to the School’s programme of extra-curricular activities.</li> <li>● Support and contribute to the School’s responsibility for safeguarding students.</li> <li>● Work within the School’s H&amp;S and First Aid policies to ensure a safe working environment for staff, students and visitors.</li> <li>● Work within the School’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>● Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.</li> <li>● Engage actively in the annual performance review process.</li> <li>● Adhere to policies as set out in staff handbook.</li> <li>● Undertake other reasonable duties related to the role as required from time to time.</li> </ul>
<b>Review and Amendment</b>	This job description should be seen as enabling rather than restrictive and will be subject to regular review.

# The Role

## Accountabilities

### General requirements - All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Adhere to School policies and procedures.
- To undertake any other duties that may reasonably be requested.
- Help and cover for administrative colleagues including reception duty, as and when required.
- Actively seek to implement Cranford School's Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement Cranford School's Equal Opportunities Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.
- Engage actively in the annual performance review process.
- The postholder's responsibility for safeguarding and promoting the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and always ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the Designated Safeguarding Lead.

### Review and Amendment:

- This job description reflects the present requirements of the post and as duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.



# The Role

<b>Person Specification</b>	
<b>Skills Required</b>	
Coaching & Leadership skills: the ability to evaluate the work of others and enable their development.	Essential
Analytical skills: the ability to analyse data and information to identify patterns and trends.	Essential
The ability to formulate strategies for improved learning.	Essential
Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.	Essential
Ability to work effectively as a member of a leadership team, to show initiative and imagination, to have vision and the ability to inspire others.	Essential
First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.	Essential
Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management.	Essential
Effective and energetic in instigating and implementing change.	Essential
Ability to see through complex strategies from concept to conclusion.	Essential
Ability to maintain a high work rate and to juggle a range of tasks and issues at the same time.	Essential
High level of classroom teaching skills.	Essential
The ability to solve problems in a calm and effective manner.	Essential
<b>Knowledge Base</b>	
An awareness of recent important national educational developments, changes to the National Curriculum and Assessment Beyond Levels, changes to GCSE and A-level specifications and curriculum requirements.	Essential
A clear understanding of recent developments in teaching and learning and confidence in data analysis.	Essential
Good working knowledge of common ICT applications, with a clear understanding of the potential for ICT in enabling more innovative and effective approaches to learning, teaching, and School organisation.	Essential
Strong working knowledge of the Independent Schools Inspection Framework.	Essential
Understanding of the critical importance of safeguarding and wellbeing in an educational setting.	
<b>Experience</b>	
Successful teaching experience within 11-18 age range, with a track record of consistently enabling pupils to achieve high standards.	Essential
Substantial and successful experience of curriculum leadership and management, likely to have been gained as Head of Department or Senior Leader.	Essential

# The Role

Some experience of strategic planning or of curriculum evaluation.	Essential
A track record of outstanding leadership and management in education – ideally at both middle and senior levels.	Essential
A background of experience in different educational settings is desirable. An understanding of the day to day operations of a non-selective, coeducational boarding School with a strong track record of supporting pupils with additional needs is essential.	Essential
Experience of managing change in a sensitive and yet positive manner.	Essential
<b>Qualifications/Attainment</b>	
Qualified teacher status / Post Graduate Certificate in Education.	Essential
Good honours degree.	Essential
Experience as a Teacher, Coach or Tutor.	Essential
Experience in a School or college environment.	Essential
<b>Attitude/approach</b>	
A positive attitude and approach to change and development.	Essential
A a 'can-do' attitude and a willingness to get involved.	Essential
Flexible and firm with the ability to know when to be either.	Essential
A sensitivity to the needs of young people.	Essential
Personal integrity, honesty, energy, stamina, enthusiasm.	Essential
A willingness to give generously of their time to support School events and activities.	Essential
Commitment to personal development and lifelong learning.	Essential
Ability to enthuse children and adults.	Essential

# The Role

## **Other benefits of working at Cranford School include:**

- A competitive salary
- A strong commitment to professional development and internal progression opportunities
- Membership of a Pension Scheme
- Fee remission for eligible children
- Complimentary lunch and break time refreshments during term time
- School Matron on site
- Use of our spacious School Library
- Use of our newly built gym (September 2023)
- A stunning working environment with beautifully landscaped grounds and a listed building
- Free on-site parking and situated within easy commuting distance of both Reading and Oxford, with quick links by rail from neighbouring Cholsey to Reading, Oxford and London
- A supportive community of highly motivated students and staff
- One wellbeing day per term which can be taken during term time.

## **Safeguarding**

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers, and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition, and overseas checks.

Online searches will be carried out on shortlisted candidates along with the requirement to complete a Self-Disclosure form.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. In order to assess a candidate's suitability to work with children, shortlisted applicants must declare all previous convictions and cautions via a self-disclosure form (prior to interview), including those which would normally be considered 'spent'. This excludes those received for an offence in the United Kingdom if it has been filtered in accordance with the [DBS filtering rules](#).

We are an equal opportunities employer and welcome applications from all sections of the community.

Please see our Safeguarding policy here: <https://www.cranfordschool.co.uk/information/policies>.

# The Role

## **Attitude/approach**

- Possess a positive attitude and approach to learning.
- Possess a calm and professional manner.
- Possess a 'can-do' attitude and a willingness to get involved.
- Enjoy rising to the challenges inherent in a School environment.
- Sensitivity and understanding, to help build good relationships with pupils.
- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school.
- A commitment to maintaining confidentiality at all times.
- A commitment to safeguarding pupil's wellbeing and equality.
- Resilient, positive, forward looking, and enthusiastic about making a difference.
- Capacity to inspire, motivate and challenge children and young people.

## **General**

Cranford School is an independent School and, as such, requires a high commitment from all staff, both in terms of energy levels and time commitment.

## **A member of staff should:**

- Be supportive of the spiritual and moral ethos of the School. This means complying with and upholding the School's ethos as found in our prospectus.
- Be supportive of the School's educational aims and objectives, found in the Whole School Development Plan, and of colleagues.
- Have the pupils' welfare at the heart of everything they do. Staff must follow the School's Child Protection Policy and refer to the Safe Recruitment, Supervision of Pupils and Health & Safety Policies. Staff must observe confidentiality as outlined in their contract of employment.
- Be flexible. As a small School, every member of staff must be prepared to undertake other duties within reason and help out in sometimes unexpected ways.
- Understand that they are part of the whole School and, therefore, have in mind the needs of the whole School, not just their section/department of the School.
- Understand that the School must run itself as a business concern which means that every member of staff is part of the marketing process.

# The Role

## **Professional qualities:**

- Relevant and appropriate qualifications as specified in the Job Description and a willingness to undertake further training.
- Good record of continuing professional development.
- Excellent knowledge and understanding of current educational issues.
- Show confidence in the use of new technologies.

## **Interpersonal Skills:**

- Have an understanding of how to motivate and inspire colleagues and pupils.
- Have an ability to build and sustain a positive and appropriate working relationship with pupils, staff, Governors, and the local community.
- Be a leader and a team player.
- Show responsibility for self and others.
- Be a good communicator, both orally and written.

## **Desirable Personal qualities:**

- Generosity of spirit and positive approach to life
- Tolerance and open-mindedness
- Flexibility and adaptability and a willingness to move with change
- Risk-taking
- Commitment
- Passion for subject
- Team spirit
- Loyalty
- Reliability
- Be robust
- Have enthusiasm – show a willingness to be involved
- Have a sense of humour

**Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to submitting an application for any position. All members of staff, volunteers and contractors working at Cranford School have responsibility for Safeguarding Children.**

# The Role

## Benefits

Cranford School pupils are happy, confident and motivated, giving them the perfect foundation to aspire to achieve across all areas of our broad curriculum. The small class sizes, close community and committed staff clearly promote our ethos as a welcoming, family School.

## Our Aims

- To provide a welcoming and nurturing community, which offers a dynamic, opportunity-rich education, firmly based on traditional values and which draws out the natural potential of each child.
- To maintain an environment where pupils aspire to achieve excellent progress across all aspects of the curriculum.
- To ensure pupils are happy, confident and motivated and that their self-belief, characterised by curiosity, resilience and a spirit of collaboration, inspires them to achieve at each stage of their individual learning journey.
- To deliver teaching and learning at Cranford School that is imaginative, vibrant and challenging, meeting the needs of all learners through a differentiated approach, demanding high expectations and a shared accountability for all.
- To provide a broad and challenging curriculum which encompasses the traditional and the innovative, prioritises opportunities for enrichment and independent enquiry and establishes an enduring ethos for learning.

## Our Values

These aims are underpinned by the value system we use throughout the School. We have five core values:

- Happiness
- Confidence
- Motivation
- Challenge
- Generosity of Spirit

These values permeate all aspects of School life, from our teaching and learning, broad curriculum and strong pastoral care through to the respectful and supportive relationships pupils, staff and parents develop with each other.

# The Role

## Application process:

- Only applications will be accepted from candidates who use the Cranford School application form. Please note, CVs will not be accepted in substitution.
- Application forms must be signed by the applicant. Typed or hand-written application forms are both accepted but the declarations on the final page of the application form must include the signature of the candidate.
- The successful applicant will be required to complete an Enhanced DBS Disclosure. For further information, contact the Disclosure and Barring Service – [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk)
- All posts are exempt from the Rehabilitation of Offenders Act 1974 and therefore, even convictions regarded as 'spent', must be declared using the self-disclosure form, which must be completed by shortlisted candidates only. Please see the information on spent convictions and the DBS filtering rules before completing the self-disclosure form <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>.
- Only applications received in advance of the closing date will be considered.
- If a candidate is currently working with children or has previously worked with children, on either a paid or voluntary basis, the current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If the candidate is not currently working with children but has done so in the past, that previous employer will be asked about those issues. Where neither the current nor previous employment has involved working with children, the current employer will still be asked about the candidate's suitability to work with children. The employer may answer 'not applicable' if the duties have not brought the candidate into contact with children or young persons. The School may contact any of the candidate's previous places of work, whether or not they have been named in connection with a referee.

## Shortlisting:

- After the closing date, applications will be reviewed, and the shortlisted candidates will be invited for interview.
- Candidates who are not selected for interview will be informed by email as soon as possible after the closing date.
- Shortlisted candidates will be required to complete a self-disclosure form and an internet search will be carried out.
- Cranford School will seek references on shortlisted candidates prior to interview unless specifically asked not to do so by an individual. References will be taken up immediately if a candidate is offered the role. A successful appointment is conditional upon the School receiving satisfactory checks.

# The Role

## Interviews:

- Candidates invited to interview must bring with them three forms of original ID: passport, photocard driving licence and full birth certificate. Other acceptable forms of ID include a bank statement or utility bill issued within the last three months and/or a council tax statement issued with the last twelve months. At least one form of ID must show your current address. If these documents are unavailable, please contact HR who will be able to provide details of other acceptable official documents.
- Original qualification certificates must also be brought to interview.
- It is usual for an interview to involve a skills test where appropriate and a lesson observation in the case of Teachers.

## Conditional offer of employment

- All offers of employment for any position at Cranford School are subject to the following pre-employment checks:
- Receipt of two satisfactory references. All references will be validated by phone.
- Verification of identify (name, address, DOB).
- Verification of qualifications.
- Verification of professional status such as GTC registration, QTS Status (where required), NPQH
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- A Barred List check.
- A satisfactory enhanced check with the Disclosure and Barring Service. The candidate is responsible for bringing in the original DBS certificate for HR to see as soon as it is received prior to commencing work. Failure to do so will result in a delay to the start of the contract.
- A check that no Prohibition Orders exist (for qualifying posts).
- A Section 128 check to confirm the individual is not banned from the management or governance of an Independent School (for qualifying posts).
- A completed medical declaration that states that the candidate knows of no reason on the grounds of health why they are not fit to carry out the duties associated with their position.
- Overseas police check – if the individual has lived/worked abroad for 3 months or more in the last five years, a police check/letter of professional standing will be required from the country in which they were living will be required.
- Satisfactory completion of probationary period.
- Completion of Safeguarding Training.



# The Role

Under no circumstances should any individual start work at Cranford School until all these checks have been carried out and HR have confirmed by letter/email. In exceptional circumstances and at the discretion of the Headmaster, a candidate may start work before the DBS certificate has been received providing all other checks including a Barred List check are complete. A full risk assessment will be conducted and full supervision will be put in place.

## **Warning**

**Where a candidate is found to be;**

- **on the Children's Barred List; or**
- **the Enhanced DBS disclosure shows they have been disqualified from working with children by a Court; or**
- **they have been found to have provided false information in, or in support of, their application; or**
- **they are the subject of serious expressions of concern as to their suitability to work with children**

**the facts will be reported to the Police, the Department for Education and the Independent Schools Association immediately.**

# The Role

## Safeguarding

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition and overseas checks.

In line with Keeping Children Safe in Education, the School will carry out an online search as part of its due diligence on candidates. The online search aims to identify any incidents or issues that have happened, and which are publicly available online, and which may impact your suitability to work with children or in a School environment. If information is found during this search which the School feels affects your suitability for the role you have applied for, this will be discussed and explored with the applicant at interview.

Shortlisted candidates will be required to complete a self-disclosure which will need to be signed at interview. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before a DBS certificate is received.

It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at Cranford School.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. In order to assess a candidate's suitability to work with children, shortlisted applicants must declare all previous convictions and cautions via a self-disclosure form (prior to interview), including those which would normally be considered 'spent'. This excludes those received for an offence in the United Kingdom if it has been filtered in accordance with the [DBS filtering rules](#).

We are an equal opportunities employer and welcome applications from all sections of the community.

Please see our Safeguarding Policy and Safe Recruitment Policy (including Recruitment of Ex-Offenders Policy) here: <https://www.cranfordschool.co.uk/information/policies>.