



Application Guidance Notes & FAQs

Safeguarding

Broadleaf Partnership Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All posts at Broadleaf Partnership Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the post. Please refer to the job description and/or person specification for further details.

We pay full regard to Keeping Children Safe in Education guidance, and ensure that all appropriate checks are undertaken in relation to everyone who works for the Trust, or on our premises. Safer recruitment practices include verifying applicant's identity and qualifications, obtaining references, checking previous employment history and undertaking an enhanced DBS check.

Our Safeguarding and Child Protection policy can be found on the Trust/Schools career sites.

Equal Opportunities

Broadleaf Partnership Trust is committed to equality and values diversity, and expects all staff and volunteers to share these values. We positively welcome all applications irrespective of gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependants, religion, trade union activity and age.

Please see our Equality, Diversity and Inclusion Policy for more details, which is available on the Trust/School career site.

GDPR

As part of the application process we will process your personal data for the purpose of complying with safeguarding and statutory obligations. This data is kept securely, with restricted access to relevant personnel only. We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

For further information please refer to our Recruitment Privacy notice, which sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. You can find the Recruitment Privacy notice on our careers site or request a copy by emailing enquiry@broadleafpt.co.uk

How to Apply

We only accept applications online, and in accordance with Safer Recruitment guidelines, are not permitted to accept CVs alone.

If you wish to apply for a vacancy you have seen advertised online please click on the 'Apply Now' button next to the title of the role. This will re-direct you to our recruitment platform, My New Term, where you will be required to register/log in, and complete an online application form. If it is your first time using My New Term you will be asked



to create a 'profile' by providing general personal details, your work eligibility, your education and employment history (including accounting for any gaps) and referee details. Once this profile is completed, you will not be required to complete it again for any other roles you apply for via My New Term.

You will then be asked to complete a Personal Statement (see below) to explain how your skills, personal attributes and experience relate to the role, and/or you may be asked to answer specific questions relevant to the role to demonstrate your suitability. Finally, you will need to complete the 'declaration' section.

If you require assistance or advice whilst completing your application you can use the 'Live Chat' function (orange bubble in bottom right corner of screen) or if you wish to find out more about the role you will find further contact in the application pack.

The information you provide will be treated as confidential and used only for the purposes of recruitment.

FAQs

What should I include in my personal statement?

When writing your personal statement you should refer to the job description and person specification contained in the application pack as this forms the basis upon which your application will be assessed. In this section you should demonstrate how your knowledge, experience, skills and abilities match the requirements of the job. Please do not simply repeat your career history, instead, be specific (but concise) in giving examples of situations that you have dealt with, what you did and what was achieved as a result.

Remember that the skills and experience you have gained outside of paid work, for example from domestic responsibilities, unpaid or voluntary work, can also demonstrate the skills we are seeking.

How will I know if I have been successful?

Shortly after the application closing date (usually within no more than 10 working days) you will be advised whether or not you have been shortlisted for interview. You will usually be notified via the MyNewTerm platform (by email and/or text message), or you may receive a telephone call. We endeavour to inform all applicants of the outcome of their application, regardless of whether they are successful or not.

When will you contact references, and what will you ask?

Wherever possible we would prefer to obtain references at the point of shortlisting and prior to interview, as this provides us with valuable insights into your skills, personal attributes and suitability for the role. Any offer of employment will be conditional, and only confirmed upon receipt of at least two satisfactory references (one of which must be from your current/most recent relevant employer), and all other pre-employment checks.

We will ask referees to comment on your suitability to work with children and other questions relating to your conduct and their experience and perceptions of working with you. We will also ask if you have been subject to any disciplinary proceedings, including those related to children or young people (whether expired or not), and if you have been subject of any child protection allegations or concerns and if so, the outcome of any investigation or disciplinary proceedings.

What can I expect if I am invited to attend an interview?

Our interviews vary in terms of format, style and duration, depending on the type of role you have applied for. All interviews will involve a formal interview conducted by a panel of at least two people who will ask you questions with the purpose of obtaining evidence of your suitability for the role based on the requirements of the job descriptions and person specification. You will also be asked safeguarding related questions to explore your understanding of child safeguarding issues and motivations for working with children.

What should I bring with me to interview?

You should bring documents to verify your identity and right to work in the UK. You should also bring proof of relevant qualifications (for example, QTS or degree certificates).

What checks will be undertaken if I am offered the post?

- 1) Verification of identity (including evidence of previous names)
- 2) Verification of right to work in the UK
- 3) Satisfactory DBS Enhanced Disclosure
- 4) Barred list check
- 5) At least 2 satisfactory references
- 6) Proof of relevant qualifications
- 7) Pre-employment medical screening
- 8) Online searches
- 9) **If you have lived/worked overseas:** A certificate of Good Conduct (if applicable) which may include EEA sanctions and Restrictions and/or a letter of professional standing from the professional regulating authority in the country in which the applicant has worked (if applicable)
- 10) Teacher prohibition check (*if applicable*)
- 11) Section 128 check (*for leadership positions*)
- 12) Disqualification under the Childcare Disqualification Act 2006, as amended (*this is only applicable for individuals working in reception classes, or in wraparound care for children up to the age of 8*)

If you have any questions regarding pre-employment checks, please ask to discuss these with the HR department.

For further information about our recruitment processes and practices please refer to the Recruitment & Selection Policy which can be found on the Trust/school careers site.