

# Harrow School Enterprises

## Application and Recruitment Process

Updated: November 2016

### 1 Application Process

- Read the information below and relevant job description/s carefully.
- Complete an online application form [here](#). All applicants are informed of the outcome of their application.
- If successful, you'll be invited for an interview. This may be face-to-face or online, depending on the position applied for and where you live. All interview candidates are informed of the outcome of their interview.
- If successful at interview, you will be offered a position subject to our employment checks including satisfactory references and police check clearance. We will send you an employment pack including a contract and DBS application form.
- You'll return the signed contract together with other required documentation.

### 2 Application Form

- Applicants for all roles are via an online application form. Please click on the links below for job descriptions in the following areas operated by HSEL:
  - [BABSSCo Summer School](#)
  - [HSEL Events](#)
  - [Lumina](#)
  - [Easter Revision Courses](#)
- For questions about these positions please contact the HSEL HR Coordinator at [enterprises@harrowschool.org.uk](mailto:enterprises@harrowschool.org.uk). For questions about BABSSCo EFL positions and a copy of the EFL Teachers' Pay Scale please contact the Academic Principal at [rhodeshe@harrowschool.org.uk](mailto:rhodeshe@harrowschool.org.uk).
- Applications will only be accepted from candidates completing the online application form in full. CVs will not be accepted in substitution for completed application forms. However, we ask that CVs are uploaded to the application form for the following roles:

EFL Teacher  
EFL Senior Teacher (Harrow School)

EFL Lead Teacher (Harrow School)  
EFL ADOS

Harrow School Enterprises Ltd.

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EFL DOS	Activities Director (Harrow School)
Centre Director (Mill Hill School)	Activities Manager (Harrow School)
Pastoral Manager (Harrow School)	Course Office Manager (Harrow School)
HSEL Events Staff	ERC Tutor

- The application form consists of nine stages. Please have the relevant information to hand. You may save your application at any stage should you wish to and re-enter at a later time.

Stage 1:	Basic Contact Details and Position selection
Stage 2:	About You
Stage 3:	Qualifications and Employment
Stage 4:	Supporting Statements and Assessment
Stage 5:	Preferences and Availability
Stage 6:	Special Assistance and References
Stage 7:	Circumstances and Declaration
Stage 8:	Curriculum Vitae (upload)
Stage 9:	Equal Opportunities (optional)

All applicants will receive an email or letter advising them if they have been selected for interview.

### 3 Employment Checks

- Candidates should be aware that all posts involve responsibility for safeguarding children although the extent of that responsibility will vary according to the nature of the post, as detailed in the job descriptions.
- All positions are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- All successful candidates will be required to undergo an Enhanced DBS Check with the Disclosure and Barring Service and Barring (List99) check.
- In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, HSEL will consider the following factors before reaching a recruitment decision:
  - whether the conviction or other matter revealed is relevant to the position in question;
  - the seriousness of any offence or other matter revealed;
  - the length of time since the offence or other matter occurred;
  - whether the applicant has a pattern of offending behaviour or other relevant matters;
  - whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
  - the circumstances surrounding the offence and the explanation(s) offered by the convicted person.
- Where a candidate is found to be on the list held under Section 142 of the Education Act 2002, or the DBS check shows s/he has been disqualified from working with children by a Court; or is found to have provided false information in, or in support of, his/her application; or the subject of serious expressions of concern as to his/her suitability to work with children, the facts will be reported to the Police and/or the DFES Children's Safeguarding Operation Unit.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications. Please indicate on the application form if you would prefer us not to contact your current employer until later in the recruitment process.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject

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of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may answer 'not applicable' where appropriate if your duties have not brought you into contact with children or young persons.

- Our application form asks if you have a Teacher Reference Number (TRN), previously known as a DfEE number. Every teacher in the UK who has Qualified Teacher Status (QTS) and is therefore eligible to work as a qualified teacher in state primary and secondary schools, is allocated a TRN by the DfES. You can find your TRN on your QTS certificate (via the General Teaching Council for England). You can also get your TRN by contacting the National College for Teaching and Leadership (NCTL) on 020 7593 5394 or [qts.enquiries@education.gov.uk](mailto:qts.enquiries@education.gov.uk).
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DCFS Children's Safeguarding Operation Unit.

### 4 Invitation to Interview

- If you are invited to interview or an assessment centre you will receive an email outlining details of the interview and whether tests will be part of the process.
- All new candidates applying for roles as BABSSCo Activities Staff must attend an assessment centre. Assessment Centres are held as follows:
  - Tuesday 4<sup>th</sup> April 2017, 10.00-15.00
  - Monday 10<sup>th</sup> April 2017, 10.00-15.00
- All new candidates for Events staff, BABSSCo EFL, Managerial and Pastoral roles will be asked to attend an interview at Harrow School. Interviews are conducted in person at Harrow School by a minimum of two HSEL staff.
- New ERC Tutors will be asked to attend an interview at Harrow School. This is conducted by the HSEL Director and Easter Director of Studies, or a Harrow School Head of Department.
- Expenses of up to £30 are paid to contribute towards travel to assessment centres and £50 to contribute towards travel to interview on production of valid travel receipts.
- For BABSSCo EFL, Managerial and Pastoral roles and new ERC Tutors who are unable to attend a face-to-face interview, a telephone or online interview may be set up as an alternative.
- New Lumina applicants will be offered a telephone interview with a member of Harrow School staff.
- All interviews will explore suitability to work with children.
- All candidates invited to interview will be required to produce Proof of Identity, Right to Work in the UK and Proof of Address documents. Further details will be provided to candidates when being invited to interview. Originals will be required. Candidates who are interviewing online must scan and email a copy of these documents to their interviewer then show the original via their webcam in the interview. Original documents must then be brought to HSEL before the start of contract.
- All candidates invited to interview must bring documents confirming any educational professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Candidates who are interviewing online must scan and email a copy of these

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documents then show the original via their webcam in the interview. Original documents must then be brought to HSEL before the start of contract. Where original certificates or certified copies of qualifications obtained are not available, written confirmation of the relevant qualifications must be obtained from the awarding body.

- All candidates will receive an email or letter advising them of the outcome of their interview.

### **5 Conditional Offer of Appointment: Pre-Appointment Checks**

Any offer to a successful (external) candidate will be conditional upon:

- A satisfactory Enhanced DBS check for any applicant who has spent more than 90 days in the UK at one time.
- Where the successful candidate has worked or been resident overseas in the previous three years, equivalent overseas police checks from those countries.
- Verification of identity and right to work in the UK.
- Verification of qualifications and professional status.
- A check from the list held under Section 142 of the Education Act 2002 (Barred List Service check).
- Receipt of at least two references which are satisfactory to HSEL, one of which one of which should normally be from their most recent employer unless this employer was BABSSCo. Written references will be verified by telephone. References produced by candidates will not be accepted.
- A clear Teacher Reference Number Check (TRN) in the case that an applicant has Qualified Teacher Status (QTS).

### **6 Post-Contract Offer Requirements**

After being offered and accepting a contract conditional to pre-appointment checks, candidates will be sent an employment pack and will be required to:

- Sign a written contract.
- Complete and return a bank details form including your National Insurance number (see below) and New Starter Checklist/P45.
- Complete a DBS form or give HSEL permission to check their DBS status.
- Complete an online Health and Medical form.
- Complete an online Equality and Diversity questionnaire (optional).
- Read, understand and agree to abide by the HSEL Safeguarding and Child Protection Policy, the HSEL Code of Conduct and the Network User Agreement.

All employees need a National Insurance number in order to ensure they are taxed correctly by HMRC. If the number has been forgotten or lost, a replacement number can be obtained by contacting HMRC on 0300 200 35 00.

If an employee has not been issued with a National Insurance Number (for example, because they are new to the UK) they can apply for a number by calling 0345 600 0643 or click [here](#) for more information.