

# Applicant Guidance

Applying for a position at  
Abbey Multi Academy Trust

Updated 2019





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# 1 Applicant Guidance Welcome



Thank you for your interest in Abbey Multi Academy Trust (Abbey MAT).

We hope you will find all the information you need to inspire you to apply to join us. This pack contains information about the application process, from which we also hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

Abbey MAT is a Trust consisting of eight academies (three secondary, five primary) in the geographical areas of the Anglican Diocese of Leeds and Calderdale.

All our academies share in the Trust's mission:

## To work in partnership to educate, nurture and empower

Our vision is that the academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT have to offer.

For more information about us or our academies please visit via the following link:  
<http://www.abbeymat.co.uk/>

To apply for a role please download recruitment pack and email completed application form to:  
[Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

We look forward to meeting you and reading your application.

**Helen Pratten**  
Co-CEO/Executive Principal



**Catherine Garrett**  
Co-CEO/Director of Education





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## Applicant Guidance

# Making an Application

If you wish to be considered for this post please complete the 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.

CVs are not accepted as part of the application process.

Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to a Disclosure and Barring Service check. We promote diversity and want a workforce which reflects the population of Leeds and Calderdale.





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## Applicant Guidance

# 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.

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 Abbey MAT.

Please remember to sign the declaration on the final page of the application form. If you are submitting your application, electronically, you will be required to sign this page if invited for interview.





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## 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 after the closing date. If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance of your interest in this post and wish you the very best for the future. Due to the volume of applicants, we are unable to give 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.

Abbey MAT is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Abbey MAT has a written policy on the recruitment of ex-offenders, this can be found on the Careers Page of our website.





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## Applicant Guidance

# Induction and Continuous Development

Abbey MAT is committed to ensuring health and wellbeing and continuous professional development opportunities for all employees. On appointment employees will receive an appropriate induction programme that will help them to familiarise with the culture of the Academy in which they are located, local and Trust practices, policies and expectations.

Employees will be offered the opportunity to further develop their professional knowledge by participating in local training events and, where appropriate, working towards further qualifications.





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# Pre-Employment Checks





## References

If you are short listed, we will normally take up references before the interview date. One of your references must be your current or most recent employer. 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, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of 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.

## Disclosure and Barring Service

Employment within Abbey MAT is subject to an enhanced check with the Disclosure and Barring Service. All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place.

## Rehabilitation of Offenders Act 1974

This Act provides that anyone who has been convicted of a criminal offence and who is not convicted of a further offence during the specified period becomes a 'rehabilitation person' and his/her conviction becomes spent. This means that the conviction does not have to be declared when applying for a job.

## Rehabilitation of Offenders (Exceptions) Order 1975

There are some exceptions to the Act detailed in the Exceptions Order of 1975, which, broadly relate to work with children, sick, elderly or disabled people and the administration of the law. Where an exception applies an individual must, if asked, disclose all convictions, including spent ones.

## Failure to Disclose a Criminal Record

Failure to disclose unspent convictions when required on the Application for Employment will be considered a serious matter and may lead to an offer of employment being withdrawn, disciplinary action or even dismissal. However, the matter will be discussed with the applicant/employee prior to any decisions being made.

## Safeguarding

Abbey MAT is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

## 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, if appropriate, may be confirmed as genuine with the relevant awarding bodies.

The copies for the successful candidate will be retained on their personnel file. The copies for the unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

## 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, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

## Medical Assessment

A satisfactory medical assessment will be required for all staff before we can confirm any offer of an appointment.



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# Trust and Academy Specific Policies



Abbey MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A suite of Trust and Academy-specific Policies are in place to support the safeguarding commitment and to assist in maintaining Abbey MAT values and expectations of its employees.

## Child Protection

Each academy has 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 the academy specific child protection policy.

## Whistle blowing

We recognise 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

We believe that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and students.

Abbey MAT regard everyone working within our academies as a role model to our students. As such employees should conduct themselves with integrity, impartiality and honesty at all times. Employees have 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, Abbey MAT considers these principles to apply to all employees.



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## Applicant Guidance

# 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.

Further details on policies are available upon request.





# 9 Applicant Guidance Queries

If you have any queries on any aspect of the application process or need any further information please contact [Recruitment@abbeytrust.org](mailto:Recruitment@abbeytrust.org)

