

Application form for Teaching Assistant Grade 3

Webster Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Our Safeguarding Policy can be accessed [here](https://www.webster.manchester.sch.uk/statutory-information/policies).

|  |
| --- |
| Data protection notice |
| Throughout this form we ask for some personal data about you. We’ll only use this data in line with data protection legislation and process your data for 1 or more of the following reasons permitted in law:   * You have given us your consent. * We must process it to comply with our legal obligations.   You will find more information on how we use your personal data in our privacy notice for job applicants, at the end of the application form. |

|  |
| --- |
| vacancy information |
| Application for the post of: **Grade 3 Teaching Assistant**  What date are you available to begin a new post? |

|  |
| --- |
| Disclosure and barring and recruitment checks |
| This post is exempt from the Rehabilitation of Offenders Act 1974, and Webster Primary School Academy Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.  The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that’s considered relevant to the role. Any information that is “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.  For posts in regulated activity, the DBS check will include a barred list check.  It is an offence to seek employment in regulated activity if you are on a barred list.  We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.  Any data processed as part of the DBS check will be processed in accordance with data protection regulations and Webster Primary School Academy Trust’s privacy notice.  **Do you have a DBS certificate?** ☐ Yes ☐ No Date of check:  If you’ve lived or worked outside of the UK in the last 5 years the trust may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.  **Have you lived or worked outside of the UK in the last [5 years]?** ☐ Yes ☐ No  Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks.  Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position.  *SEE FORM BELOW FOR SHORTLISTED CANDIDATES ONLY*  Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis.  *PLEASE BE AWARE THAT THE SCHOOL WILL ALSO CARRY OUT ONLINE SEARCHES AS PART OF RECRUITMENT DUE DILIGENCE.* |

|  |
| --- |
| Time spent living and/or working overseas |
| If you’ve lived and/or worked outside of the UK, Webster Primary School Academy Trust must make any further checks it considers appropriate (in addition to the usual pre-employment checks).  We’ll base the decision on whether this is necessary on individual circumstances, and factors such as:   * The amount of information you disclose in the DBS check * The length of time you’ve spent in or out of the UK |

|  |
| --- |
| right to work in the uk |
| Webster Primary School Academy Trust will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.  By signing this application, you agree to provide such evidence when requested.  Find out more about how Webster Primary School Academy Trust recruits teachers from overseas [here](https://www.gov.uk/guidance/recruit-teachers-from-overseas). |

|  |
| --- |
| sign and date |
| Name (please print):  Sign:  Date: |

1. Instructions

Please complete all sections of this form using black ink or type.

The sections of this application form that include your personal details and equalities monitoring information will be detached prior to shortlisting. This is to ensure that your application is dealt with objectively.

Applications will only be accepted if this form is completed in full.

Please return by email to the School Business Manager, Clair Wain, on [c.wain@webster.manchester.sch.uk](mailto:c.wain@webster.manchester.sch.uk) or by post to Webster Primary School, Denmark Road, Moss Side, Manchester, M15 6JU.

1. Personal details

|  |  |
| --- | --- |
| personal details | |
| **First name** |  |
| **Surname** |  |
| **Preferred title** |  |
| **Previous surnames** |  |
| **If you prefer to be called by a name other than the one listed above, please specify** |  |
| **National Insurance number** |  |

|  |  |
| --- | --- |
| contact details | |
| **Address** |  |
| **Postcode** |  |
| **Home phone** |  |
| **Mobile phone** |  |
| **Email address** |  |

|  |
| --- |
| disability and accessibility |
| The trust has committed to ensuring that applicants with disabilities or impairments receive equal opportunities and treatment.  If you have a disability or impairment, and would like us to make adjustments or arrangements to assist if you are called for an interview, please state the arrangements you require: |

|  |
| --- |
| Teaching positions: right to work in the uk |
| Do you have the right to work in the UK?  ☐ Yes  ☐ No |
| If yes, please state on what basis:  ☐ UK citizen  ☐ EU settled status  ☐ Skilled worker visa  ☐ Graduate visa  ☐ Youth mobility visa  ☐ Other – please provide full details in the box below |
|  |

|  |
| --- |
| Time spent living and/or working overseas |
| Have you spent time living and/or working outside of the UK?  ☐ Yes  ☐ No |
| If yes, please give details, including countries and relevant dates: |

|  |  |  |
| --- | --- | --- |
| relationship to the [school/trust] | | |
| Please list any personal relationships that exist between you and any of the following members of the Webster Primary School community:   * Governors/trustees * Members * Staff * Pupils   If you have a relationship with any of the above, this does not necessarily prevent them from acting as a referee for you. | | |
| **Name** | **Relationship** | **Role at Webster Primary School** |
|  |  |  |
|  |  |  |
|  |  |  |

1. Employment history

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | current employment details | | | | | | | |
| **Job title** | | **Employer details (name, address, email and/or telephone)** | **Dates employed** | **Age range taught** | **Permanent or temporary** | **Part-time or full-time** | **Salary details** | **Description of responsibilities** |
|  | |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous employment | | | | |
| Please provide details of all previous employment since leaving school, including education and voluntary work. Include any gaps in employment and the reasons for them. List the most recent employment first. | | | | |
| **Job title** | **Name and address of employer** | **Dates employed** | **Description of responsibilities** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| employment gaps | | |
| Please provide details of any employment gaps since leaving school and give the reasons for the gap. | | | |
| **Start date** | **End date** | **Reason for employment gap** | |
|  |  |  | |
|  |  |  | |

1. Education and training

|  |  |  |
| --- | --- | --- |
| education and qualifications | | |
| Please provide details of your education from secondary school onwards.  You will be required to produce evidence of qualifications. | | |
| **Dates attended (month and year)** | **Name and location of school/college/university** | **Qualifications gained (including grades, awarding body and date of award)** |
|  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| training and professional development | | | | |
| Please give details of training or professional development courses undertaken in the last 3 years that are relevant to your application | | | | |
| **Course dates** | **Length of course** | **Course title** | **Qualification obtained** | **Course provider** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| teacher status ( If applicable) | |
| **Teacher reference number** |  |
| **Do you have QTS?** |  |
| **QTS certificate number (where applicable)** |  |
| **Date of qualification** |  |

|  |
| --- |
| Additional information |
| Please provide any additional information relevant to this application. You may wish to discuss additional skills or relevant special interests. |
|  |

1. Letter of application

**Please attach an accompanying letter** explaining why you’re applying for this post and how your experience, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Please include your surname and the title of the post you’re applying for as the file name for the attachment.

Do not use more than 3 sides of A4 based on a font size equivalent to Arial Pt 11.

1. References

Please give the names of 2 people who are able to comment on your suitability for this post. One must be your current or last employer. If you’ve not previously been employed, please provide details of another suitable referee.

Webster Primary School Academy Trust reserves the right to seek any additional references we deem appropriate.

Please let your referees know that you’ve listed them as a referee, and to expect a request for a reference should you be shortlisted.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Relationship to you | address and postcode | contact number | email address | is this your current employer? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If either of your referees knows you by a different name, please state:

**If you don’t wish us to contact your referees without your prior agreement, please tick this box**: ☐

1. Equalities monitoring

We’re bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we’re meeting this duty, whether our policies are effective and whether we’re complying with relevant legislation, we need to know the information requested below.

This information **will not** be used during the selection process. It will be used for monitoring purposes only.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| equalities monitoring information | | | | | | | | | | |
| **What is your date of birth?** | | **D** | **D** | **M** | | **M** | **Y** | **Y** | **Y** | **Y** |
|  |  |  | |  |  |  |  |  |
| **What is your sex?** | | ☐ Male  ☐ Female | | | | | | | | |
| **What gender are you?** | | ☐ Male  ☐ Female  ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **Do you identify as the gender you were assigned at birth?** | | ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **How would you describe your ethnic origin?** | | | | | | | | | | |
| **White**  ☐ British  ☐ Irish  ☐ Gypsy or Irish Traveller  ☐ Any other White background  **Asian or British Asian**  ☐ Bangladeshi  ☐ Indian  ☐ Pakistani  ☐ Chinese | **Black or Black British**  ☐ African  ☐ Caribbean  ☐ Any other Black background  **Mixed**  ☐ White and Asian  ☐ White and Black African  ☐ White and Black Caribbean  ☐ Any other mixed background | | | | **Other Ethnic groups**  ☐ Arab  ☐ Any other ethnic group  ☐ Prefer not to say | | | | | |
| **Which of the following best describes your sexual orientation?** | | | | | | | | | | |
| ☐ Bisexual  ☐ Heterosexual/straight  ☐ Homosexual | | ☐ Other  ☐ Prefer not to say | | | | | | | | |
| **What is your religion or belief?** | | | | | | | | | | |
| ☐ Agnostic  ☐ Atheist  ☐ Buddhist  ☐ Christian  ☐ Hindu | ☐ Jain  ☐ Jewish  ☐ Muslim  ☐ No religion | | | | ☐ Other  ☐ Pagan  ☐ Sikh  ☐ Prefer not to say | | | | | |
| **Pregnancy and maternity** | | | | | | | | | | |
| Are you pregnant?  ☐ Yes  ☐ No  ☐ Prefer not to say | | Have you given birth within the last 12 months?  ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | |
| **Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?** | | | | | | | | | | |
| ☐ Yes  ☐ No  ☐ Prefer not to say | | | | | | | | | | |
| **If you answered ‘yes’ to the question above, please state the type of impairment. Please tick all that apply. If none of the below categories applies, please mark ‘other’.** | | | | | | | | | | |
| ☐ Physical impairment  ☐ Sensory impairment  ☐ Learning disability/difficulty  ☐ Long-standing illness  ☐ Mental health condition  ☐ Developmental condition  ☐ Other | | | | | | | | | | |

1. Self-declarations for shortlisted candidates only

If shortlisted, you will be asked to complete and sign the following information as part of our recruitment procedures.

|  |  |
| --- | --- |
| SELF DECLARATION | PROVIDE DETAILS HERE |
| Are you subject to a teacher prohibition order, or an interim prohibition order, issued by the secretary of state, as a result of misconduct? |  |
| Are you subject to a General Teaching Council sanction or restriction? |  |
| Do you have a criminal history? |  |
| Are you known to the police? |  |
| Provide any information about criminal offences committed *in any country* in line with the law as applicable in England and Wales. |  |
| Is there any other relevant information from overseas that you wish to declare? |  |
| I confirm that the above information in Section 8 is true and complete. | SIGNED (PHYSICAL SIGNATURE REQUIRED)  DATE |

|  |  |
| --- | --- |
| SELF DECLARATION |  |
| I confirm that the information I have provided in Sections 2-7 inclusive is true and complete. | SIGNED (PHYSICAL SIGNATURE REQUIRED)  DATE |

**General Data Protection Regulations**

**Privacy Notice**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data.

We Webster Primary School are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is Shane Williams (see ‘Contact us’ below).

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

**Information Collection:**

In order for us to fulfil our obligations Webster Primary School collects personal data. Personal Data is any information about a living person that can be used to identify that person. We will only collect information that is adequate, relevant and limited to what is necessary in relation to the purposes identified within this policy.

We collect personal data on pupils, parents and guardians, staff, governors, volunteers and other people who engage with or support the school.

**Why we collect or use personal data:**

We use this data to:

* Support pupil learning
* Monitor and report on pupil progress
* Provide appropriate pastoral care
* Protect pupil welfare
* Attendance
* Staff administration
* Assess the quality of our services
* Administer admissions waiting lists
* Carry out research
* Comply with the law regarding data sharing
* Enable the development of a comprehensive picture of the workforce and how it is deployed
* Inform the development of recruitment and retention policies
* Enable individuals to be paid

**Categories of information that we collect, hold and share include:**

* Personal information (such as name, employee or teacher number, national insurance number)
* Special categories of data including characteristics information such as gender, age, ethnic group
* Contract information (such as start dates, hours worked, post, roles and salary information)
* Work absence information (such as number of absences and reasons)
* Qualifications (and, where relevant, subjects taught)
* Contact details, contact preferences, date of birth, identification documents
* Details of any medical conditions, including physical and mental health
* Attendance and disciplinary information
* Safeguarding information
* Staff administration
* Photographs
* CCTV images captured in school
* Recruitment of staff

We may also hold data that we have received from other organisations, including other

**Our legal basis for using this data**

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

* We need to comply with a legal obligation
* We need it to perform an official task in the public interest

Less commonly, we may also process personal data in situations where:

* We have obtained consent to use it in a certain way
* We need to protect the individual’s vital interests (or someone else’s interests)

**Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with General Data Protection Regulations, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

**Sharing of information**

We routinely share information with:

* Our local authority
* The Department for Education (DfE)

We do not share information about the workforce members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of information about the school workforce) (England) Regulations 2007 and amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment education attainment.

**Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

**Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

* Object to the use of personal data if it would cause, or is causing, damage or distress
* Prevent it being used to send direct marketing
* Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

* Report a concern online at <https://ico.org.uk/concerns/>
* Call 0303 123 1113
* Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

* Shane Williams
* Telephone (answerphone) 0161 510 2999
* Email [datarequests@globalpolicing.co.uk](mailto:datarequests@globalpolicing.co.uk)
* Website [www.globalpolicing.co.uk/data](http://www.globalpolicing.co.uk/data)