



STAFF VACANCIES – INFORMATION PACK

Twyford School understands the importance of having skilled and dedicated people to help it achieve success. We know that every member of the team has a vital role to play in creating the right environment in which our pupils flourish and where parents feel Twyford School is the right place for their children to grow and enjoy their learning.

There are many roles that make Twyford as successful as it is. As well as enthusiastic leaders and motivated teachers, we have a range of supporting staff including classroom assistants, grounds staff, maintenance staff, administrators, technicians and sports coaches.

We are fully committed to ensuring we recruit the right people with the right attitudes and skills. We have high expectations of our staff and look to reward them accordingly with beneficial conditions of service. Such benefits include:

- Induction programme
- Role appropriate training
- Professional development
- Contributing pension
- Group Life Assurance
- Group Income Protection
- Cycle to Work Scheme
- Childcare Vouchers
- Wellbeing including access to an Employee Assistance Programme

The usual selection process will normally follow the steps below:

- 1) Review of complete Twyford School Application form
- 2) Interview with the Headmaster and/or Bursar and at least one other person
- 3) A tour of the School
- 4) The completion of a range of pre-employment checks carried out by the HR and Compliance Manager. The pre-employment checks will include:
 - a. Verification of your identity (where that has not been previously verified);

- b. The receipt of two references (one of which must be from your most recent employer and/or your most recent employer for whom you worked with children) which the School considers satisfactory.
- c. For positions which involve “teaching work”, information of any referral to or details of you being subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership (NCTL) which would render you unsuitable to work at the School;
- d. For all applicants who have carried out teaching work outside the UK, checks for information to see if you have ever been referred to, or are the subject of a sanction issued by a regulator of the teaching profession in any other country which renders you unable or unsuitable to work at the School;
- e. Where the position amounts to “regulated activity”, the receipt of an enhanced disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory.
- f. Where the position amounts to “regulated activity”, confirmation that you are not named on the Children’s Barred List (List 99);
- g. You not having been rendered unsuitable to work at the School by being subject to a direction under section 142 of the Education Act 2002;
- h. For management positions only, information about whether you have ever been referred to the Department of Education, or are subject to a direction under section 128 of the Education and Skills Act 2008 rendering you unsuitable to work at the School;
- i. Verification of your medical fitness for the role;
- j. Verification of your right to work in the UK
- k. Any further checks which the School decides are necessary as a result of you living and working outside of the UK which may include an overseas criminal records check. Certificate of good conduct or professional references; and
- l. Verification of professional qualifications which the School deems a requirement for the post, or which you have otherwise cited in

support of your application (where they have not already been previously verified).

Twyford School is fully committed to safeguarding and promoting the welfare of children and expects all our staff and volunteers to share this commitment. Successful job applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS disclosure with the Disclosure