

# Selection Process for Applicants

*Please ensure you have read the advert, job description and person specification carefully, prior to making your application.*

Our selection process consists of:

- Reviewing, based on the application form and covering letter, how well the applicant matches the essential and desirable requirement of the post.
- Relevant practical activities e.g. lesson observation; interpretation of data; skills testing
- A student panel interview, to review interaction and relationships with students
- For teachers, a Teaching and Learning focus interview
- Main panel interview to assess suitability for the post and to give both the panel and candidates an opportunity to gain further information with a view to making a successful appointment. It is also an opportunity to explore the application further. The interview will also assess candidates' ability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Not all candidates may proceed to interview and in some instances it may be necessary to shortlist following some of the practical activities.

In addition, and prior to interview:

- we are required to check that all external candidates have the Right to Work in the UK. If invited for interview we will provide you details of the original documents that are required to evidence your Right to Work in the UK.
- we are also required to check that all candidates have the relevant qualifications and would be grateful if you could bring your certificates for QTS and degree with you as well as any other relevant qualifications identified as essential in the Person Specification.

Certificates for qualifications below GCE A-Level are not required.

- successful candidates will need to complete a DBS application at a later date. Details of paperwork required for DBS is enclosed. If you are subscribed to the DBS update service please bring your original certificate with you to interview.

If you do attend the selection process without the required papers we may not be able to interview you. We are obliged to check and copy all relevant papers on the day.

Shortlisted candidates will be required to complete a further disclosure form.

We aim to ensure that all interviews are conducted in a fair and professional manner and recognise that some people may have disabilities, which mean that they require assistance at interview. We will try and ensure that any needs you may have are met. Please contact me to discuss your requirements.

Please contact your referees to let them know we will be in touch by email and please also inform the HR & Cover Officer, Clare Elvy ([hr@holytrinitycrawley.org.uk](mailto:hr@holytrinitycrawley.org.uk)), at the school as soon as possible to confirm whether you are able to attend.

The school prospectus and details of our Safeguarding Policy and other policies can be found on this website. We encourage all applicants to familiarise themselves with this information.

Quick links below: -

<http://www.holytrinity.w-sussex.sch.uk/Prospectus>

<http://www.holytrinity.w-sussex.sch.uk/School-Information/Policies>

The Holy Trinity Church of England Secondary School is committed to safeguarding and promoting the welfare of children and young people and we cooperate with other agencies and initiatives at local and national level. We expect all staff and volunteers to share this commitment. Any successful job applicant will be required to undertake a Disclosure & Barring service check at an enhanced level with barred lists checks, in line with all schools across West Sussex. Disclosures include details of cautions, reprimands or final warnings, as well as convictions, spent or unspent.