

Recruitment at Baycroft – a guide to making an application

Thank you for your interest in working at Baycroft. We have a rigorous application procedure to ensure we select the best people to work with our students.

Please read the following guide carefully before making your application. Thank you

The Application Pack

Take the time to look at all the items in the application pack. These include:

- This guide
- Welcome letter
- Application form
- Equalities Monitoring form
- Person Specification
- Job Description
- Baycroft Expects
- Baycroft Safeguarding Policy

Read the person specification carefully. There are some essential criteria you must be able to meet to be considered for shortlisting. These are things such as qualifications or experience, which can be assessed before interview. Other criteria will be assessed via the interview process.

You should make a note of the closing date and the interview date from the advert. We cannot accept late applications and interviews require the co-ordination of a lot of diaries so we cannot usually change them.

The Application Form

Make sure you fill out the application form fully and correctly. Pay particular regard to the following:

- You must complete all sections of the form
- You must list all of the places where you studied (even if you did not complete a course) and qualifications. Include all subjects and grades as well as the year achieved.
- You must provide a full employment history including any gaps in employment and the reasons for these. It is absolutely fine to have taken time out of your career for caring, travelling and so on – but this information must be clearly stated.
- You must state reasons for leaving any previous employment
- You must provide two referees - one of whom must be your current or last employer. Please ensure that the details you provide are current and correct. Occasionally, we may need to ask you for a further referee if we are unable to make contact with any of the named ones on your form
- If you need to declare any criminal convictions these should be provided on a separate document in a sealed envelope which will only be opened if shortlisted
- The sections about reasons for applying and information in support of your application give an indication of the expectation by the space they occupy on the form. For the information in support, this is where you should explain how you meet

the person specification or how other relevant experience would be transferable and could give an equivalence. For example, we might say 3 years' experience working in a special needs school, and you may wish to show how your experience working in a care setting could give you similar skills and knowledge.

Please note that you may be contacted to provide clarification on any aspect of your application.

For this reason, please monitor your email or telephone and respond promptly to messages.

Shortlisting

Shortlisting will only take place after the closing date on the advert. Only applications where the essential criteria in the person specification are met will be considered.

You will be notified as soon as possible if you have been shortlisted for interview. If you are not shortlisted, we will try to inform you but this may not always be possible.

You should confirm that you will be attending the interview as soon as you receive the invitation.

If shortlisted pre-interview references will be sought. The school will contact both the referees you have provided. You should let your referees know that they will be hearing from us and try to encourage them to respond before the day of the interview as all job offers are made *subject to references*.

Interview Process

After you have been notified that you have been shortlisted you will receive a formal invitation to interview via email. This will inform you of the date of the interview and the things you need to bring on the day.

It is very important at this stage that you let us know if there are any adjustments we need to make around disabilities to make sure that your day is as comfortable and successful as possible to enable you to show the best of yourself.

We often have more than one job on offer as we tend to interview in batches, so do not worry about being in competition with other people. Support each other and show us the teamwork which will be valuable if you are appointed. And above all, do not make yourself anxious by comparing yourself to other candidates. It's all about your values, skills and the match with what we need for a particular opening.

Interviews at Baycroft usually take a whole day. This is because we need to assess the suitability of the candidates by asking them to take part in classroom observations, and a range of other tasks including a very simply literacy and numeracy assessment and some reflective exercises. If these elements are successfully completed, you will be invited to stay on for a formal interview as the last part of the process.

Following interviews, the panel will decide who has been successful. They will contact you on the same or next day to inform you of the outcome. You will discuss your possible start date and salary.

Next Steps

If successful, you will be asked to come into school so that copies of all pertinent documents can be taken if they have not already. We can only accept originals to make copies from. You will need to provide:

- 2 forms of photo ID if possible e.g. your passport and driving license
- An official document with your current address e.g council tax bill, bank statement, utilities bill
- Your educational certificates, including school, further education, university and any other training you may have undertaken

Following all the relevant checks, you will begin the induction process

Thankyou for reading this and good luck with your application!