



King's Academy Ringmer

King's Academy Ringmer



EXAM INVIGILATORS JOB REFERENCE NUMBER: P/473

**King's Academy Ringmer
Ringmer, Lewes, East Sussex, BN8 5RB
Tel: 01273 812220
E-mail: ringmer.reception@kingsacademies.uk**

Post of: Examination Invigilators

Casual. Salary based on the Single Status Local Condition Pay Scale, Grade 4, Points 9 and 10 ie: £23114pa / £11.98 per hour for standard invigilators to £23500pa / £12.18 for Senior invigilators

Dear Applicant

Thank you for expressing interest in the above post. I have pleasure in sending you an information pack which includes the following:

- An application form
- A pack containing a job description and a person specification
- Information about the Academy
- Equal Opportunities Policy

The closing date for applications is Monday 29 April 2024 at 8.30am. The Interview date TBC

The Academy is looking to add to our bank of dedicated Examination Invigilators, who will be employed on a casual basis to supervise students taking both practise and actual GCSE exams, as necessary throughout the school year. Full training will be provided and staff will be contacted prior to the exam period to discuss the invigilation schedule in relation to their own availability. We offer a full support and induction programme for all new staff and a commitment to continued professional development.

King's Academy Ringmer is immensely proud of our Ofsted rating of a 'good school', with outstanding leadership, management & student welfare. We have a very clear vision as a school, to become the **best school in Sussex**. We are committed to ensuring that all our students will receive a better education at Ringmer than they would at any school within the region. We consider this to be our '**Journey to Excellence**'.

The outcomes for our children are already well above national average figures, adding around a third of a grade more at GCSE than other schools. We are a school of choice in the local area and oversubscribed. Our students thrive and our parents recommend us unreservedly.

We believe that student learning and progress is our core purpose. Alongside this, we are equally determined that Ringmer students will have the skills and attributes to live and work in the global society of tomorrow, and will be confident in their morals and values in order to lead happy, fulfilled lives. Our key values of **Kindness, Ambition and Resilience** are at the heart of the school and chosen by our school community. We want every student to play a strong part in school life through the variety of school teams, the wide range of extra-curricular clubs, the house competitions, student leadership opportunities and school trips. A well-established programme of music, sporting and other enrichment activities offers the chance for our young people to pursue their interests and develop new ones.

We encourage positive attitudes and aim to provide an environment in which all learners feel valued, challenged and secure, and where they can develop the skills and confidence to become young adults.

The criteria against which you will be assessed are set out in the person specification. If these details are of interest to you, please apply by completing the application form enclosed. Please also attach a letter of application, which reflects upon the challenges of this post.

King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community. King's Academy Ringmer is committed to safeguarding and

promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS).

Please be aware that should you apply and be successfully appointed to the above vacancy, King's Academy Ringmer may review your public online presence as part of our pre-employment screening. An online search will include: 1) google search ie: candidate name, current employment and job title or if appropriate previous employment and job title and educational institution 2) websites ie: LinkedIn, twitter, facebook, current school website if appropriate. Should an issue regarding your public online presence arise, we will contact you for further explanation/resolution.

Thank you for your interest. I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Harvey', with a long horizontal flourish extending to the right.

Mr Chris Harvey
Principal



King's Academy Ringmer

Job Description – King's Academy Ringmer In Pursuit of Excellence

POST:

Examinations Invigilator

SALARY:

Standard - £11.98 per hour

Lead - £12.18 per hour

RESPONSIBLE TO:

Examinations Officer

Main Purpose of the Job

To participate in conducting external examinations for pupils, ensuring that all regulatory requirements for the conduct of examinations are strictly adhered to.

Main Functions

1. To check the examination room prior to the arrival of candidates to ensure that:
 - heating, lighting, ventilation and levels of extraneous noise are acceptable
 - no display materials that might be helpful to candidates are visible
 - a reliable clock of readable size is visible to each candidate
 - the *Warning to Candidates* is displayed outside the examination room
 - the *Notice to Candidates* is displayed in a public place outside the examination room
 - the seating arrangements prevent candidates, intentionally or otherwise, from overseeing the work of others
2. To ensure that a signed record is kept of the seating and invigilation arrangements for any examination session that you participate in.
3. To carry out checks on the identity of candidates on their arrival.
4. To take all reasonable steps to ensure that:
 - the official examination stationery is issued to candidates and that no other stationery, including paper for rough work, is provided
 - candidates take into the examination room only those articles, instruments or materials which are expressly permitted
 - candidates have all the necessary material to enable them to complete the examination
5. To open the packet of examination papers and issue the correct papers to candidates, paying particular attention when more than one examination is in the room.
6. To give clear instructions to candidates about the conduct of the examination to ensure that they fully understand what they are required to do.
7. To supervise the candidates throughout the whole time the examination is in progress, and give complete attention at all times to this duty.
8. To complete the Attendance Register during the examination, in accordance with the instructions of the Awarding Body.
9. To know the actions to be taken in the event of an emergency such as a fire alarm or bomb alert.
10. At the end of the examination, to collect all scripts and ensure that candidates have used their correct Centre and candidate numbers.

11. After collation, to ensure the scripts are handed to the person responsible for despatching the scripts to Examiners.
12. To collect all unused stationery in the examination room and return it to the Examinations Officer.
13. To ensure that the room is left in a tidy condition.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection and Safeguarding Policy and Staff Code of Conduct and Behaviour Policy.
- Ensure all issues relating to students are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equality, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

Other Specific Duties

To positively engage in-service training opportunities. To adhere to all College Policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the college.

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Employees are expected to be courteous to colleagues and provide a welcoming environment.

King's Academy Ringmer is committed to equality of opportunity. We positively welcome applications from all sections of the community.

King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

April 2024

Person Specification– King’s Academy Ringmer

POST: Examinations Invigilator

SALARY: Standard - £10.98per hour
Lead - £11.18 per hour

RESPONSIBLE TO: Examinations Officer

Knowledge and Experience

- 1.1 A sound knowledge of the roles of the Awarding Bodies.
- 1.2 A sound knowledge of the school’s examination policy and procedures.

Skills & Abilities

- 2.1 Ability to lead a team of invigilators.
- 2.2 Ability to demonstrate accuracy and attention to detail.
- 2.3 Ability to relate to candidates yet maintain an air of authority.
- 2.4 Ability to communicate with candidates and members of staff clearly and accurately.
- 2.5 Ability to work as part of a team or alone as necessary.
- 2.6 Ability to demonstrate effective oral and written communication skills.
- 2.7 Ability to act on own initiative, dealing with any unexpected problems that arise.

Personal Qualities

- 3.1 Ability to demonstrate a flexible approach to work.
- 3.2 Ability to offer reliability and punctuality.
- 3.3 Ability to keep calm under pressure or during unexpected circumstances.
- 3.4 Ability to demonstrate common sense and initiative.
- 3.5 Ability to be firm but fair at all times.
- 3.6 Willingness to participate in in-house training for the role.
- 3.7 Willingness to maintain confidentiality on all school matters.

Desirable Criteria

- 4.1 Previous experience of invigilating examinations in a school environment.
- 4.2 Knowledge of the ‘Instructions for the Conduct of Examinations’ produced annually by the JCQ (Joint Council for Qualifications).



King's Group
Academies

King's Academy Ringmer

Information to Applicants



Principal : Mr Chris Harvey BA(Hons), PGCE, NPQH

Chair of Governors : Ms Anne Needham

PA to the Principal : Miss Amanda French

Letter from the Chair of Governors

Dear Applicant

I am delighted that you have chosen to think about working at King's Academy Ringmer.

This is an exciting time to join King's Academy Ringmer. In December 2016 we came under the auspices of the King's Group Academies. The KGA Multi-Academy Trust is run by educational experts with a track record of creating academies which enable children to become the best people they can be both academically and as well rounded members of society. This is a vision to which the governors of the Academy are also committed.

To give you an idea of what our Academy is like, we are an oversubscribed, rural Academy with a catchment that covers the village of Ringmer, the smaller outlying villages, and parts of Lewes and Uckfield. Our maximum pupil number is 750, and our size enables teachers and support staff to be able to get to know the student population really well. Our student body is friendly and supportive of each other. We have a strong senior student structure with a student-run anti-bullying scheme and further senior student involvement across many other aspects of school life. We have also won national and other awards for our work in sustainability.

Your advertised role will have its own job description, but common to all appointments, we are looking for individuals who are open and receptive to new ideas and challenges, and who are willing to "give a little extra to gain a little extra". In return for your commitment, we offer staff development opportunities and the chance to become part of a dynamic, forward moving team which is appreciative of everyone's talents.

I look forward to receiving your application.

Yours sincerely



Anne K Needham
Chair of Governors





The Village of Ringmer

King's Academy Ringmer is beautifully situated about a half mile from the centre of the village of Ringmer and looks out over the South Downs. Ringmer is a large village, with a strong sense of community, situated approximately 3 miles from Lewes, with its commuter train service to London, and 12 miles from Brighton. Regular bus services run past the Academy, connecting it with Lewes, Brighton, Uckfield, Hailsham and Eastbourne. House prices in Brighton, Uckfield, Hailsham and Eastbourne are relatively lower than in other parts of the area.

The Academy

The Academy is housed in modern buildings with good provision for all subjects, and is surrounded by 17 acres of playing fields. It is an 11-16 comprehensive Academy currently providing education for 621 students.

The Academy changed to a Community Academy in September 1988 and was re-opened by the former Prime Minister Lord Callaghan, a local resident. Community Academy status recognised the close links the Academy has established with its local community. The Academy acts as a centre for Community Education, and its premises are used by a variety of local sports clubs for football, tennis, cricket and badminton.

The Academy gained Academy status on 1 August 2011 and we joined King's Group Academies on 1 December 2016.

The Catchment Area

The catchment area centres on Ringmer and extends to the Malling estate on the outskirts of Lewes in the west and across a rural area to the east, bounded by the villages of Blackboys, Chiddingfold, Berwick, Firle and Glynde. Students come from primary schools in Ringmer, Malling, Laughton, East Hoathly, Chiddingfold, Blackboys and Firle, although in recent years the Academy has attracted about a third of its intake from many more primary schools outside its defined catchment area, as a result of parental choice.



The South Downs

The Academy Aims and Vision

Our Intent:

To empower young people to become independent learners and productive, confident and mature adults.

Our Ethos:

In Pursuit of Excellence

Our Values:

Kindness, Ambition and Resilience

Vision:

A community of learners, who can progress, achieve and grow in a culture where it is safe to take risks, where everyone values themselves and each other. A place which excites and encourages innovation, of which we are all proud to be part of.

We care for each other by ensuring that we understand and support the Academy's clear code of expectations. Our strong pastoral ethos is designed to support every person in our community so they

feel valued members of our community and learn to care for each other. The majority of staff including a large number of support staff are Tutors and we all take this important pastoral role very seriously indeed.

Our community philosophy encourages everybody, (students, staff and parents) to take an active part in the work of the Academy and make a positive contribution.

Of course, we are all lifelong learners and so our maxim is for us all - students, staff, parents, adult students, youth workers, lecturers, sports coaches, whatever. As staff we have a leadership role in that process and this makes it important that we endeavour to live the ideals we espouse!



The Curriculum, Learning and Teaching

We are a 11-16 Academy delivering the National Curriculum with Key Stage 3 and 4 education for students of all abilities.

It is the policy of the governors to provide every student with

A broad balanced and coherent set of educational opportunities that, whatever their individual talents and abilities, enable them to maximise their levels of achievement and to grow in confidence

We seek to engage and challenge students by providing a wide range of active learning experiences for all. This includes visual, aural and kinaesthetic activities, as well as teaching personal learning and thinking skills.

Years 7 to 9 (KS3)

In the first three years of secondary education, all students follow a common curriculum which comprises the following subjects:

Core Subjects

English
Maths
Science

Additional Subjects

Art
French / Spanish
Geography
History
Music
PE
PSHE
Design Technology
Food Technology
ICT
Dance
Drama



In KS3, students are taught in either mixed ability or set classes as appropriate.

Years 10 to 11

Students are offered a flexible curriculum: our courses are designed to suit all learners and interests.

Please follow link <https://www.kgaringmer.uk/page/?title=Options&pid=32> which will take you to our options page that gives information regarding our GCSE options process.

Extra-Curricular Activities

There are many opportunities for students to participate in extracurricular activities. There are numerous sports teams with regular matches against other schools. Staff also run clubs at the end of the school day, some of which include Dance Club, Club, Painting with Acrylics, Extended Learning Club, Science Club and Technology project work. There are many musical ensembles and orchestras and regular dance and drama productions.

Pastoral, Academic and Management Outline

Curriculum Management

Faculty, Head and Subject Leaders are responsible for the academic framework of the Academy. They maintain, promote and review schemes of work and syllabi, monitor and develop assessment of students' work, ensure teaching standards are high and lively, are responsible for resources in their department, are the first point of reference for discipline problems in lessons, and promote and foster the professional development of their team.

Support for Learning

Support and guidance of our students is the primary task of Tutors. Tutors are the Academy's direct link with parents/carers; they meet with students daily, monitor students' attainment and wellbeing and try to resolve any problems. The work of Tutors is directed by KS Leads who are the Tutors' first point of reference for more difficult matters. The team of KS Leads is led by the Academy's Assistant Principal who is available to meet with parents/carers if additional support is required.

The happiness of every individual is an important consideration for the Academy. Students learn best when they feel secure and confident. The Academy provides a well ordered environment and a warm and open atmosphere. Students are made aware of the high expectations the Academy has of their behaviour and attainment, but they also know that staff care about them and will offer genuine help and support. Our aim is that all students are 'proud to belong' to Ringmer.

Senior Leadership Team

There are five members of the senior management team including the Principal. They meet daily and their brief is to strategically lead the work of the Academy, monitor and evaluate its work and progress and plan for the future.

The Academy Day

08.45am to 9.20am - Tutor time
9.20am to 10.10am - Period 1
10.10am to 11.00am - Period 2
11.00am to 11.20am - Break
11.20am to 12.10pm - Period 3
12.10pm - 1.00pm - Period 4
1.00pm to 1.40pm - lunch
1.40pm to 2.30pm - Period 5
2.30pm to 3.20pm - Period 6

Ringmer and Sustainability

The Academy has a long standing reputation for its work on sustainability which has been recognised by the winning of several prestigious national awards. As a Legacy Ambassador Eco Academy we have set a standard that many other schools aspire to. As part of this process all staff are encouraged to act responsibly in the use of resources, energy and to lead by example in the minimisation of waste. In excess of 200 of our students are actively involved in our Eco work and substantial progress has been made by existing staff to advance this process.

All staff should consider introducing references to sustainability where appropriate in their curriculum subjects. The Academy has provided support for this work in the form of a dedicated member of staff.

The Uniform

All students are required to wear black shoes. The formal standard of dress required of students has implications for how we as a staff dress. Uniform can be purchased direct from Sussex Uniforms - <https://www.sussexuniforms.co.uk/collections/ringmer>

Induction of New Staff

All staff are given a comprehensive induction package upon joining the Academy, covering key aspects of the Academy aims, ethos and working practices.

All staff are encouraged to enhance their professional skills and to take responsibility for their professional development. Staff can also access external courses which support whole Academy developments or individual objectives arising from the Performance Management cycle.

ECTs enjoy a 10% time table reduction and have weekly meetings with their mentor, allowing them to reflect upon their experiences, review progress and set targets for their professional development.

Performance Management Reviews

All teaching and central services have access to an appraisal of their work.

The process aims to:

- Identify the strengths of staff and set targets in areas that would make them more effective
- Establish a framework of support for the individual and the Academy
- Enhance communication through lines of management
- Allow for the professional development of staff
- Target INSET needs

Reviews take place annually for both teaching and central services staff.

OFSTED Inspection

Please see the last OFSTED report on the Academy website: www.kgariningmer.uk for further details.

King's Academy Ringmer “in pursuit of excellence”

Equal Opportunities and Diversity Policy

Date: Agreed at FG on 21 June 2017, reviewed in July 2022

Review Date: July 2024

Scope and Purpose of this Policy

The Academy is committed to promoting and achieving equality of opportunity for all students, parents, staff, governors, visitors and job applicants.

The Academy aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

The Academy does not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, pregnancy or maternity, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (the protected characteristics).

The Equality Act 2010 prohibits discrimination, harassment and victimisation in employment, and the principles of non-discrimination and equality of opportunity also apply to the way in which staff treat students, parents, visitors, suppliers and former staff members.

All staff have a duty to act in accordance with this policy and treat colleagues with dignity at all times, and not discriminate against or harass other members of staff, regardless of their status. Your attention is drawn to our separate Anti-Harassment and Bullying Policy.

This policy does not form part of any employee's terms and conditions of employment and is not intended to have contractual effect. It is provided for guidance to all members of staff at the Academy who are required to familiarise themselves and comply with its contents. The Academy reserves the right to amend its content at any time.

This Policy applies to the Academy's employees, whether permanent, temporary, casual, part-time or on fixed-term contracts, to job applicants and to individuals such as agency staff and consultants and volunteers who are not employees but who work at the Academy (collectively referred to as "Staff" in this policy).

All Staff must set an appropriate standard of behaviour, lead by example and ensure that those they manage adhere to the policy and promote the Academy's aims and objectives with regard to equal opportunities. Staff will be given appropriate training on equal opportunities awareness and equal opportunities recruitment and selection best practice.

Any questions about the content or application of this policy should be referred to the Principal in the first instance.

This policy applies to all aspects of the Academy's relationship with Staff and to relations between Staff members at all levels. This includes:

- job advertisements;
- recruitment and selection;
- training and development;
- opportunities for promotion;
- conditions of service;
- pay and benefits;
- conduct at work;
- disciplinary and grievance procedures;
- termination of employment.

The Academy will take appropriate steps to accommodate the requirements of different religions, cultures, and domestic responsibilities.

Forms of Discrimination

Discrimination by or against a member of Staff is generally prohibited unless there is a specific legal exemption. Discrimination may be direct or indirect and it may occur intentionally or unintentionally.

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a requirement to work full time puts women at a particular disadvantage because they generally have greater childcare commitments than men. Such a requirement will need to be objectively justified.

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in the Academy's Anti-Harassment and Bullying Policy.

Victimisation is also prohibited. This is less favourable treatment of someone who had complained or given information about discrimination or harassment, or supported someone else's complaint.

Recruitment and Selection

The Academy aims to ensure that no job applicant suffers discrimination because of any of the protected characteristics above. The Academy's recruitment procedures are reviewed regularly to ensure that individuals are

treated on the basis of their relevant merits and abilities. Job selection criteria are regularly reviewed to ensure that they are relevant to the job and are not disproportionate.

Job advertisements will avoid using wording that may discourage particular groups from applying. A short policy statement on equal opportunities and a copy of this policy shall be sent on request to those who enquire about vacancies.

The Academy will take steps to ensure that its vacancies are advertised to a diverse labour market and, where relevant, to particular groups that have been identified as disadvantaged or underrepresented in the Academy.

Applicants will not be asked about health or disability before a job offer is made. There are limited exceptions which the Academy may use, for example:

- Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments);
- Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment;
- Positive action to recruit disabled persons;
- Equal opportunities monitoring (which will not form part of the decision-making process).

Applicants will not be asked about past or current pregnancy or future intentions related to pregnancy. Applicants will not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without first considering whether such matters are relevant and may lawfully be taken into account.

The Academy is required by law to ensure that all members of Staff are entitled to work in the UK. Assumptions about immigration status will not be made based on appearance or apparent nationality. All prospective members of Staff, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. A list of acceptable documents is available from Human Resources Officer/Manager.

To ensure that this policy is operating effectively, and to identify groups that may be underrepresented or disadvantaged in the Academy, the Academy will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information will be removed from applications before shortlisting and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us to take appropriate steps to avoid discrimination and improve equality and diversity.

Recruitment of ex-offenders

The Academy is an organisation that uses the Disclosure and Barring Service (DBS) to assess candidates' suitability for positions of trust working in an environment with children and young people. The Academy complies fully with the DBS Code of Practice and undertakes to treat all candidates fairly.

The Academy undertakes not to discriminate unlawfully against any candidate who is required to provide information (a check) through this process. Having a criminal record will not necessarily prevent a candidate from working with the Academy, whether or not it does will depend on the nature of the position and the circumstances and background of the offences.

The Academy's policy on the recruitment of ex-offenders will be made available to all candidates at the outset of the recruitment process. The Academy will ensure that it makes any candidate who is subject to check aware of the DBS Code of Practice and will provide a copy of the Code on request.

As a check is part of the Academy's recruitment process, the Academy encourages all candidates called to interview to provide details of any criminal record (except cautions, convictions, reprimands or warnings which are "protected" as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013) at an early stage of the application process. The Academy requests that this information is sent under separate confidential cover to a designated person with the Academy who may vary in case to case depending on the nature of the post being recruited. The Academy guarantees that only those who need to see it as part of the recruitment process will see this information.

The Academy will ensure that it discusses with the candidate the relevance of any offence to the job in question. A candidate's failure to reveal information directly relevant to the job could result in withdrawal of an offer of employment.

Staff training, promotions and conditions of service

Staff training needs will be identified through informal and formal staff appraisals.

All Staff will be given appropriate access to training to enable them to progress within the Academy and all promotion decisions will be on the basis of merit.

The composition and movement of Staff at different levels will be reviewed from time to time to ensure equality of opportunity at all levels of the organisation.

Where appropriate, the Academy will take steps to identify and remove unnecessary or unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs of disadvantaged or under-represented groups.

The Academy's conditions of service, benefits and facilities will be reviewed from time to time to ensure that they are available to all Staff who should have access to them and that there are no unlawful obstacles to accessing them.

Termination of employment

The Academy will ensure that redundancy criteria and procedures are fair and objective and are not directly or indirectly discriminatory.

The Academy will also ensure that disciplinary procedures and penalties applied are without discrimination, and are carried out fairly and uniformly for all Staff, whether they result in disciplinary warnings, dismissal or other disciplinary action.

Disability Discrimination

If a member of Staff is disabled, or becomes disabled in the course of his or her employment with the Academy, he or she is encouraged to tell us about his or her condition. This is to enable us to support the member of Staff as much as possible.

If a member of Staff experiences difficulties at work because of his or her disability, he or she may wish to contact their Line Manager/Head of Faculty to discuss any reasonable adjustments to his or her working conditions or duties which he or she considers to be reasonable and necessary or which would assist in the performance of his or her duties.

The Line Manager/Head of Faculty may wish to consult with the member of Staff and his or her medical adviser(s) about possible adjustments. Careful consideration will be given to any such proposals and they will be accommodated where reasonable, practicable and proportionate in all the circumstances of the case.

Nevertheless, there may be circumstances where it would not be reasonable for the Academy to accommodate a particular adjustment and in such circumstances it will ensure that it provides the member of Staff with its reasons and try to find an alternative solution where possible.

The Academy will monitor the physical features of its premises to consider whether they place disabled Staff, job applicants or service users at a substantial disadvantage compared to other Staff. Where reasonably practicable and proportionate the Academy will take steps to improve access for disabled Staff and service users.

Fixed-Term Employees and Agency/Temporary Workers

The Academy will monitor its use of fixed-term employees and agency workers, and their conditions of service to ensure they are being offered appropriate access to benefits, training, promotion and permanent employment opportunities. The Academy will also, where relevant, monitor their progress to ensure that they are accessing permanent vacancies.

Part-Time Workers

The Academy will monitor the conditions of service of part-time employees and their progression to ensure that they are being offered appropriate access to benefits and training and promotion opportunities. It will also ensure that requests to alter working hours are dealt with appropriately under the Academy's Flexible Working Policy.

Complaints of Discrimination, Victimisation and Harassment on the Protected Characteristics

The Academy will treat seriously and will take action where appropriate concerning all complaints of discrimination, harassment or victimisation on any of the protected characteristics made by any of its Staff, students or other third parties.

Any member of Staff who considers that they may have been unlawfully discriminated against, victimised or harassed within the meaning of this policy should discuss the matter in the first instance with their Line Manager/Head of Department or, if inappropriate under the circumstances of the case, with the Principal. In some cases it may be possible to resolve the matter informally and reach a satisfactory resolution.

If a member of Staff wishes to make a formal complaint, then he or she should follow the Academy's Grievance Policy and Procedure.

If an employee is accused of unlawful discrimination, victimisation or harassment, the Academy will investigate the matter fully. In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation for his or her actions.

If the Academy concludes that the claim is false or malicious then the complainant may be subject to disciplinary action.

If on the other hand the Academy concludes that the employee's action amounts to unlawful discrimination, victimisation or harassment he or she may be subject to disciplinary action under the Academy's Disciplinary Policy and Procedure, up to and including summary dismissal for gross misconduct.

King's Academy Ringmer “in pursuit of excellence”

Safer Recruitment

King's Academy Ringmer is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts within our Multi Academy trust are exempt for the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and complete an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS)



King's Group Academies Job Applicant Privacy Notice

Date adopted:

Date of last review:

Date of review:

Instructions for academy localisation of notice:

The Trust and each academy are required to provide this notice to prospective applicants **with the application form** to specify the personal data held about them, how they can expect it to be used and for what purposes.

This guidance is designed to assist in completing this notice for local use and is not intended for staff, parents or other third parties to view.

Once they become an employee then your privacy notice for staff will apply to them.

Insert information highlighted in yellow. This includes a named person within the Academy for contact, this is normally the person who coordinates the recruitment process.

The Principal/Head Teacher is accountable to the Local Governing Body and KGA Board to ensure that the commitments made in this notice are honoured by the academy. Recruitment processes should be reviewed to ensure this is the case.

Introduction

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

Who Collects this Information

King's Academy Ringmer is a "data controller." This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Categories of Information We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you up to the shortlisting stage of the recruitment process: -

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;

- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision and support the recruitment process, including criminal record information, references, information regarding qualifications, medical conditions/history and disabilities. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

How We Collect this Information

We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS.

How We Use Your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

How We Use Particularly Sensitive Information

Sensitive personal information (as defined under the UK GDPR as “special category data”) requires higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

Sharing Data

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- DBS; and
- Recruitment and supply agencies.
- Our Local Authority and/or The Academy Trust in order to meet our legal obligations for sharing data with it;
- Other schools within the Trust
- Our Occupational Health Provider

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Retention Periods

Except as otherwise permitted or required by applicable law or regulation, the School only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. This can be found on our website - Policies.

Security

We have put in place measures to protect the security of your information (i.e. against it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on our website - policies

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.
- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the PA to the Principal in writing. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

Right to Withdraw Consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the PA to the Principal. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

How to Raise a Concern

We hope that the PA to the Principal can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal

information which cannot be resolved by the PA to the Principal, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for

Academy management staff will be given a copy of the DfE guidance on Working Together to Safeguard Children – July 2018: <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2> and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

1. Whistleblowing

All KGA staff are subject to KGA's Whistleblowing Policy, which is published on the Trust's website.

2. Safeguarding culture and vigilance

The academy adopts a culture of vigilance where all concerns are listened to and taken seriously.

3. Allegations

The academy will follow DfE Safeguarding Children Board allegations procedures and refer any allegation for initial consultation to the Local Authority Designated Officer (LADO).

4. Section 128 checks for Governors

Members of LGBs are required to have an Enhanced DBS Check.

A section 128 direction will also be disclosed where an enhanced DBS check with barred list information is requested, provided that 'children's workforce independent schools' is specified in the parameters for the barred list check. (Para 131 KCSIE)

A section 128 direction disqualifies a person from holding or continuing to hold office as a governor of a maintained school or academy. (Para 128 KCSIE)

Section 128 checks will be undertaken for all prospective governors as part of the application process for joining the governing Board.

KCSIE para 173 sets out the information on how schools should undertake the section 128 check using the free Teaching Regulation Agency's (TRA) portal.

5. Designated Safeguarding Lead

In KGA academies the role of the Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead (DDSL) is referred to explicitly in the job description of the relevant staff. This is a statutory requirement as set out in Keeping Children Safe in Education .

King's Academy Ringmer

Lewes Road

Ringmer

Lewes

BN8 5RB

Tel: 01273 812220

HR and Appointments:

Amanda French

Tel: 01273 812220 ext. 1240

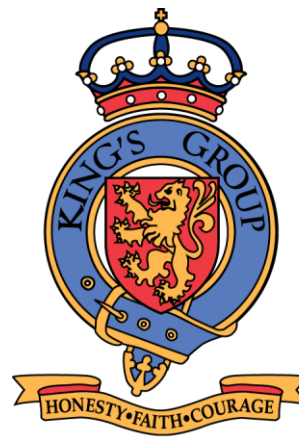
Email: amanda.french@kingsacademies.uk

Principal: Mr Chris Harvey

Chair of Governors: Ms Anne Needham

Website: "<http://www.kgaringmer.uk>"
www.kgaringmer.uk

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