CONCORD
COLLEGE

Information for Applicants

About Concord College

Concord College is England's premier co-educational international boarding school set in the heart of the Shropshire countryside, around 9 miles from Shrewsbury and 14 miles from Telford and with 572 students aged 13-19. Girls and boys between the ages of 13 and 19 enjoy fabulous facilities on our safe and beautiful 73-acre campus set in the heart of the English countryside. Our main campus comprises a combination of historic and modern buildings, beautiful parkland, formal gardens and sports fields. Our students achieve the highest standards and have a superb track record in gaining entry to top universities in the UK and around the world. We also take care to nurture the individuality of students at Concord to develop their self-confidence, encouraging all here to understand the needs of others and to respect the values of the Concord community. All employees play an important part in providing all that is required for the students in our care.

Our History

Concord College was established in 1949 through the vision of Mr Frank Bell to promote international understanding by bringing together students from across the world. Formerly situated in Tonbridge Wells, it moved to its present site in 1973 to provide room for expansion and in 1983 it became a charitable trust. 80 countries are represented by our alumni and we continue to seek new markets.

As an independent boarding school, the College is a member of the Independent Schools Council, the Boarding Schools Association and the Society of Heads.

Over the years we have invested in extensive capital developments to improve our facilities and enable us to provide the highest standards in education, pastoral care and extra-curricular activities. Since 2005 the College has increased student numbers from 300 boarders and 30 day to 500 boarders and 100 day.

Ethos

Concord College is an international community committed to high academic standards, dedication and mutual respect. The college provides a safe and friendly environment in which students can fulfil their potential. Students are expected to behave in a way that promotes decency, harmony and trust. They should strive to achieve their best at all times. Staff will support them in this goal.

The staff

The College employs over 320 staff across all departments. Despite this number, there is a family feel to the organisation and this promotes the supportive environment which is so important for the wellbeing of everyone

– staff and students alike. Staff are experienced and well qualified, conscientious and caring and there is a strong commitment to deliver the highest standards in all areas.

Facilities

Facilities at Concord College are superb. Based around an historic main building, there are many new additions. We have an excellent theatre and music school as well as an outstanding science facility. Meals are served in the College dining room and the catering team provide an extensive selection of international cuisine. Special diets are catered for. Students have individual study bedrooms, some with en-suite bathrooms. Students enjoy a wide variety of facilities including two sports halls with weight training equipment and multi gym and fitness equipment, a student common room with a coffee bar and a student kitchen/diner where they can develop their own culinary skills and experience one another's favourite home dishes.

Safeguarding and Child Protection

The College's central role and responsibility is in caring for the welfare of its students. It recognises its statutory duties to pass on concerns and to work with other agencies in the field of safeguarding children. Furthermore, the College strives to meet the Five Outcomes of the government publication, "Every Child Matters" in helping its students to achieve their full potential in terms of: Staying Safe; Being Healthy; Enjoying & Achieving; Making a Positive Contribution; Achieving Economic Wellbeing.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Child protection screening is undertaken, which includes checks with past employers and the Disclosure and Barring Service.

Academic achievements

The College is highly academic and students consistently achieve excellent 'A' level results. In 2022 48.6% of students achieved A*, 81.3% A*/A and 92.6% A*- B.

Recruitment and Selection Procedures

1. RECRUITMENT ADVERTISING

Recruitment advertising occurs internally, in the local or national press and elsewhere as applicable.

All adverts and job descriptions contain a reference to Child Protection, which is normally worded:

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2. RECRUITMENT PACK

All applicants are sent (or can obtain directly from the College website) a recruitment pack containing the following:

- job description/person specification
- application form (including employment history section)
- Safeguarding and Child Protection Policy Statement
- recruitment and selection procedures
- Recruitment of Ex Offenders Policy
- further information about the College as appropriate

3. APPLICATION

All posts require a Concord College application form to be completed as fully and effectively as possible. The information provided will be used for recruitment and selection purposes only.

- No personally devised CVs can be accepted as an alternative.
- A full employment history is required commencing with the date on which the candidate left full-time education.
- Any gap/concern in the information provided on the application form will be followed up, preferably before the candidate arrives for interview. If not resolved beforehand, any gap/concern will be thoroughly investigated at interview.
- The application form states 'if you are successful in your application an enhanced DBS check with children's barred list information will be undertaken'.

4. SHORTLISTING

Following the closing date all application forms will be carefully considered by a Recruitment Selection Panel.

All applicants will be contacted after the closing date to inform them of whether they have been successful in their application.

All applicants who are shortlisted for interview will be asked to sign a declaration in relation to their criminal record and regarding information which would make them unsuitable to work with children.

If you are shortlisted for interview, an online presence search will be conducted on you. This may include the viewing of public aspects of social media profiles.

5. REFERENCES

An offer of employment is subject to receipt of references which are satisfactory to the College. References will be sought prior to interview.

- At least two written references are required; one of which must be from the applicant's current employer and must be provided by a senior person with appropriate authority. Furthermore, if the referee is school or college based, the reference must be confirmed by the Headteacher/Principal as being accurate in respect of any disciplinary investigations.
- If the applicant has, at any time, worked with children during their employment history, a reference from the last time that they worked with children (if this is prior to their current post) will be required.
- Where an applicant is not currently employed, a reference will be required from their most recent relevant period of employment.
- Open 'to whom it may concern' references and testimonials are not acceptable.
- References written by family or friends are not acceptable.
- References obtained by candidates directly are not acceptable.
- Telephone/verbal references alone are not acceptable and must be confirmed in writing. In addition, if there are any follow-up queries by telephone then anything substantial added to the original reference will be formally recorded and the referee asked to confirm that in writing.
- Referees will be asked about the applicant's reason for leaving, their suitability to work with children and about disciplinary offences (whether current or time expired) and about whether the applicant has been the subject of any substantiated safeguarding allegations or concerns and if so, the outcome of any enquiry or disciplinary procedure.

- Referees will be contacted by telephone to obtain confirmation that the reference is genuine and, if the reference has been supplied electronically, that it originates from a legitimate source. Referees will also be asked to clarify the content provided, where the information given is vague or insufficient.

- Information provided in the references will be compared with that detailed in the candidate's application form and any discrepancies will be discussed with the candidate.

- Any concerns regarding the content of the references must be resolved satisfactorily before any appointment is made.

6. INTERVIEWS

- Interview and visit procedures will vary according to the post, but will normally include a tour of the College, introduction to relevant members of staff and, in the case of teachers, will usually include teaching a lesson. As appropriate, students will be involved in the recruitment process in a meaningful way (eg for teaching posts, providing feedback after an observed lesson).

- Certain interview questions will be agreed in advance and asked of all the candidates (there will obviously be some variation dependent on information provided in the application). During the interview it is likely that an applicant's answers will also lead to some variations in follow-up questions.

- Child protection questions will form part of the interview process.

- There will be at least two interviewers involved in the process of interview (but they will not necessarily interview simultaneously) and one of these will have undertaken safer recruitment training as recommended by the DfE.

- Qualifications which are required or relevant to the post will be verified. This involves seeing the original of certificates, diplomas, etc, as appropriate. If this is not possible then qualifications will be checked and verified with the awarding body if the candidate is successful at interview.

- Identity will be checked. This involves seeing a candidate's passport and/or photocard driving licence, a full birth certificate and a utility bill or financial statement showing the candidate's current name and address and, if applicable, any documentation evidencing a change of name (eg. marriage certificate). Photocopies are not acceptable.

- The applicant's right to work in the UK will be checked and copies of the relevant documentation, e.g. passport, will be held in the personnel file of each successful applicant.

- Candidate assessment notes will be taken at interview and a meeting will be held post interview to discuss the candidates before a decision is taken on the appointment.

- All interview records are securely stored for 12 months after which those for unsuccessful applicants are destroyed.

7. OFFERS OF EMPLOYMENT

Offers of employment are subject to the following:

- The applicant providing accurate information. Provision of false information is an offence and could lead to possible referral to the police and/or the Local Authority Designated Officer via the First Point of Contact Team.

- Applicants should note that College appointments are exempt from the Rehabilitation of Offenders Act and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared if the applicant is shortlisted for interview. All applicants who are shortlisted for interview will be asked to sign a declaration in relation to their criminal record and regarding information which would make them unsuitable to work with children. The amendments to the Exceptions Order 1975 (2013) however provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Applicants do not, therefore, need to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the filtering rules. All guidance and

criteria on the filtering of these cautions and convictions can be found at - https://www.gov.uk/government/collections/dbs-filtering-guidance

- **DBS checks.** The procedures laid down by the Disclosure and Barring Service (DBS) are followed. All employees must have an enhanced DBS check with children's barred list information, whether or not they have previously lived or worked in the UK. The cost of the DBS check is currently met by the College. DBS checks must be completed prior to commencement of employment.

  When an application is processed, DBS certificates are sent directly to applicants and the College receives notification by e-mail. All applicants must produce their original certificates to the Human Resources Department prior to their first working day at the College.

  If the certificate contains additional information, the College will be notified by email and will contact the applicant. The College must see the original certificate and discuss matters revealed on the certificate with the applicant directly, before any decision is taken to as to whether or not to withdraw an offer of employment. The original certificate will be returned to the applicant and a copy retained on file in accordance with our Policy on Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information.

- Where a candidate has worked or been resident overseas such checks and confirmations as the College may require will be undertaken in accordance with statutory guidance. These checks may include:
  - criminal records checks where the candidate has lived or worked overseas for three months or more in the last 10 years;
  - criminal records checks where the candidate has lived or worked overseas for a significant period of time more than 10 years ago;
  - obtaining a letter, via the candidate, from their professional regulating authority in the country/countries in which they have worked which confirms that the candidate has not had any sanctions or restrictions imposed on them/or that they are not aware of any reason why the candidate may be unsuitable to teach.

  Overseas criminal record check documents must be provided prior to commencement of employment.

- Verification of the right to work in the United Kingdom.

- Verification of medical fitness (mental and physical) by completion of a medical questionnaire, in order to comply with the Health and Safety at Work Act 1974, the Equality Act 2010 and the Education (Health Standards) (England) Regulations 2003.

- Verification of qualifications for teaching staff and for support staff where qualifications are required for their role. The Teaching Regulation (TRA) Employer Access Service will be used to verify any award of qualified teacher status (QTS) and the completion of teacher induction or probation.

- Receipt of at least two satisfactory references and verification by telephone.

- For those candidates employed or engaged to carry out teaching work, a check will be undertaken to ensure that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed by the GTCE (before its abolition in March 2012).

- For those candidates to be appointed to a management position, a check will be undertaken to confirm that the candidate is not subject to a section 128 (Education and Skills Act 2008) direction made by the Secretary of State.

8. DATA PROTECTION

The information provided on the application form will be processed using manual and computer records. The application form will be held on the personnel file of each successful applicant. The application forms of unsuccessful applicants will be destroyed after a period of 12 months.

9. SAFEGUARDING AND CHILD PROTECTION

The College's policy in relation to safeguarding and child protection can be found by using the following link - https://concordcollegeuk.com/wp-content/uploads/Safeguarding-and-Child-Protection-Policy-11.pdf or by accessing the College website directly (www.concordcollege.org.uk)

10. DBS CERTIFICATE INFORMATION

DBS certificate information is kept confidential and communicated on a need-to-know basis only. Certificates are not placed in the candidate's personnel file but stored separately and securely within a locked cabinet. Certificate information is kept for 6 months in accordance with the DBS Code of Practice. It is then shredded, but the College keeps a record of the date of issue, the name of the subject, the position for which the certificate was requested, and the unique reference number of the certificate.

11. EQUAL OPPORTUNITIES

All staff involved in the recruitment and selection of staff will treat applicants fairly and make decisions objectively and in line with the College's commitment to equal opportunities by:

- ensuring that no job application or employee receives less favourable treatment on the grounds of any of the protected characteristics covered by the Equality Act 2010;

- ensuring that all employees are recruited on the basis of ability, qualifications and experience as measured against the job description/person specification.

Concord College welcomes applications for employment from disabled people and is committed to providing reasonable adjustments, where necessary, to make interviews and jobs more accessible to disabled people.

12. RECRUITMENT OF EX OFFENDERS

As an organisation using the Disclosure and Barring Service (DBS) service to assess applicants' suitability for positions of trust, Concord College complies fully with the Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

This policy is made available to all DBS check applicants, as part of the recruitment process.

Concord College is committed to the fair treatment of its staff, potential staff or students, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

An enhanced DBS check with children's barred list information is requested for every individual who is being offered employment at Concord College. This is clearly stated in our recruitment procedures.

Our application form also states that at the shortlisting stage, applicants will be required to sign a declaration in relation to their criminal record and regarding information that would make them unsuitable to work with children. This information will only be seen by those involved in the recruitment process. Failure to disclose a conviction which is later revealed by an enhanced DBS check with children's barred list information will result in an offer of employment being withdrawn.

We ensure that all those at Concord College who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information

that is directly relevant to the position sought could lead to an offer of employment being withdrawn or termination of employment.

Every subject of a DBS check is made aware of the existence of the Code of Practice and also that a copy is available on request.

We undertake to discuss any matter revealed by a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar an applicant from obtaining a position at Concord College. This will depend on the nature of the position and the circumstances and background of the offences.