



Recruitment Process – Explanatory Notes

Invitation to interview

All candidates invited to interview must bring documents confirming any education and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Interviews

Interviews for main pay scale (MPS) teaching posts will be conducted over one full school day and involve the following activities and sessions:

Student Panel
A Subject specific discussion
A Pastoral specific discussion
Teaching session
Final Interview

Interviews for Faculty or Subject Leaders positions will be conducted over one and a half school days as follows:

Day 1: afternoon

Tour of school campus
Presentation :
What you would bring to the Ridgeway
How you would inspire learners
How you have brought impact in your current position
(Please advise of any resource requirements before arrival)

Day 2

Student Panel
Pastoral Interview
Subject specific discussion
Teaching session
Final Interview

Conditional offer of appointment – pre-appointment checks

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received) verification of identity and qualifications;
- A satisfactory CRB disclosure;
- Verification of professional status such as GTC registration, QTS status (where required), NPQH;
- (for teaching posts) verification of successful completion of statutory induction period (applied to those who obtained QTS after 7th May 1999);
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance;
- Verification of medical fitness. Completion of medical questionnaire and satisfactory medical examination, in certain circumstances.

The School's responsibility for child protection

All adults working at the Ridgeway School should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional and both inside and outside the school. This involved ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at The Ridgeway School should be aware of and when necessary, follow the school's child Protection Policy.