



Dear Applicant

Thank you for showing an interest in the SENCo post at Portchester Community School.

We are seeking to appoint a dynamic and highly motivated teacher to join our Learning Support Department. The successful candidate must be capable of maintaining the highest professional standards and place the child at the centre of everything they do. You will need to be an inspirational teacher with a 'can-do' attitude. If you match the description outlined above – then our great pupils would like to work with you.

As a school we invest heavily in support and training and have a commitment to individual professional development.

Visits to the school are welcome as well as informal discussions via telephone to support and inform your application.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



SENCO

Permanent, Full Time

Main Pay Range: £32,916 to £45,352 p.a.

(Upper Pay Range considered)

Plus TLR 2b of £5,876 p.a.

Start Date: 1 September 2026 or 1 January 2027

(Dependent on availability)

Portchester Community school is seeking a highly motivated and dynamic SENCo to join our growing Learning support team from September 2026 or January 2027. The post is suitable for a qualified, experienced SENCo, or an experienced teacher with a passion for inclusion who is willing to complete the National Professional Qualification for SEN Co-ordination.

The successful candidate will join the department at a pivotal time of growth and development. Supporting the Lead SENCo, they will contribute to the strategic leadership and operational management of the department, helping to shape its future direction. The role also includes teaching responsibilities.

Portchester Community school is a highly inclusive school with a Resourced Provision for pupils with physical disabilities. We are a growing 11 – 16 comprehensive school. Graded 'good' by Ofsted in our most recent inspection (January 2024) and graded as 'outstanding' for Personal Development. We pride ourselves in being highly inclusive and pupil focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, for the second time in April 2024. We are very proud of our pupils and their achievements.

As the SENCo, you will have responsibility for leading, developing and maintaining a high standard of provision for learners with SEN/D, ensuring that the standards of attainment and achievement are high and that all pupils make sustained progress.

The role includes developing and implementing strategies to ensure that all pupils, including those with special educational needs, medical needs, difficulties or disabilities have access to a full range of curriculum provision and resources. In addition, you will be responsible for staff line management, managing and maintaining the school's SEN Register and ensuring that the legal and statutory requirements for pupils are met effectively.

You will contribute to staff training, monitor and evaluate SEN provision and ensure strategies are adopted to ensure high quality teaching and learning.

We offer:

- An established and comprehensive induction programme.
- A strong commitment to professional development.
- Excellent support from the Local Authority SEN team.
- A working environment focused on improving teaching and learning for all.
- A positive and stimulating school environment which values the contribution of all staff.

We are looking for a leader with:

- Evidence of excellent classroom practice.
- A passion about improving outcomes for all pupils.
- High expectations of pupil attainment and behaviour.
- An excellent understanding of the SEN Code of practice and its implementation.
- An excellent understanding of introducing and implementing appropriate curricula.
- A clear use of data and information to drive provision.
- A commitment to inclusive education.
- Excellent communication skills.
- High levels of emotional literacy.

If you feel you have the skills and drive to add to our SEN team and the school as a whole, please apply by application form. This can be found on the school website:

www.portchester.hants.sch.uk/vacancies

Anyone wishing to visit the school is welcome to contact Mrs Y Boxall via recruitment@portchester.hants.sch.uk or by calling 023 9236 4399.

Completed application forms should be returned to recruitment@portchester.hants.sch.uk

Closing Date: Monday 13 July 2026

Interviews: Week commencing 13 July 2026

Start Date: 1 September 2026/1 January 2027 (dependent on availability)

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

We are an equal opportunities employer.

Online searches will form part of the pre-employment checks on shortlisted candidates.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. Applicants shortlisted for interview are therefore required to declare whether they have any criminal convictions (or cautions or bind-overs) including those which are 'spent.' The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected' and are not subject to disclosure. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: SENCo	
Salary:	Main Pay Range: £32,916 to £45,352 p.a. (1FTE). (Upper Pay Range considered).
Contract Type:	Permanent, Full Time
Safeguarding of pupils:	
School statement:	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.
Context for the vacancy:	
Start date:	September 2026
Terms and conditions:	
School statement:	This post is offered subject to the terms and conditions laid down in the School Teacher's Pay and Conditions Document 2025.
Equalities Statement:	
School statement:	The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school. The Governing Body recognises the value of a diverse and inclusive workforce. The Governing Body and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions. All decisions, including advertising of vacancies, shortlisting, selection, induction, appraisal, training, development, promotion, terms and conditions of employment, dismissal, and pay will be based on an objective and fair assessment of school requirements. The only personal characteristics which will be taken into account, will be those which are necessary for the requirements and proper performance of the work involved. There will be no generalised concepts or assumptions about the characteristics of groups.

	The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability. The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
Information about the recruitment and selection process:	
<i>Closing date for applications</i>	Please email your completed application form to recruitment@portchester.hants.sch.uk by Monday 13 July 2026. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk
<i>Interview date:</i>	Week commencing 13 July 2026
Employment checks required:	
1	Fully completed application form.
2	Rehabilitation of Offenders Act declaration.
3	Online searches.
4	Right to work in the UK.
5	Disclosure and Barring Service check.
6	Employment history including explanation of any gaps.
7	Proof of academic and professional qualifications.
8	Occupational Health check.
9	Professional character references.
10	TRA check.

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request



SENCO – Job Description

Line managed by: Lead SENCo and Assistant Headteacher

Summary: Overall responsibility for the delivery of high-quality provision within the school's Special Educational Needs (SEN/D) policy and oversight of the day-to-day operation of that policy with the aim on raising SEN/D pupil standards, achievement, and profitable destinations.

All staff are subject to the Conditions of Employment set out annually in the School Teachers' Pay and Conditions document. These detail the particular duties required of teachers, together with requirements for Management time, Working time and Guaranteed planning and preparation time. The school complies with these requirements in order to make reasonable demands of teachers. The responsibilities outlined in this job description are in addition to those covered in the relevant 'Main scale teachers' job description. All teachers are expected to meet the Core standards in the Professional Standards for Teachers' document.

Specific Responsibilities:

A. Strategic direction and provision of SEN/D provision.

1. To develop and implement policies and practices which reflect the school's commitment to high achievement through teaching and learning.
2. To support all staff in understanding the needs of SEN/D pupils and ensure the objectives to develop the SEN/D are reflected in the School Improvement Plan (SIP).
3. To direct the Physical Disability (P.D) components of the Learning Support area.
4. To display a developing and professional knowledge base together with the ability to identify the key implications for the school and exercise a key role in assisting the SLT link and governors with the strategic SEN/D policy and provision.
5. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils.
6. To establish clear targets for achievement in the SEN/D area and evaluate progress.
7. To establish and implement a variety of systems and processes which provide good information gathering about the quality of teaching and learning for SEN/D pupils and their prior learning, progress and achievements.
8. To monitor, analyse, and interpret relevant school, local and national data and advise the SLT link on the level of resources required to maximise the achievement of SEN/D pupils.
9. To liaise with staff, parents, carers, external agencies and other schools to co-ordinate their contribution, provide maximum support and ensure continuity of provision for SEN/D pupils.
10. To involve all departmental colleagues in the creation and execution of yearly Department Improvement Plan (DIP). This will identify clear targets, timescales and success criteria for its development and/or maintenance in line with the School Improvement Plan.
11. To support, facilitate and monitor the progress of the DIP to ensure it makes a significant contribution to the SIP.

12. To regularly review the progress towards the targets set in the Department Improvement Plan and provide regular progress updates to the SLT link to ensure that they are fully aware of all successes, issues and concerns.
13. To work with subject and curriculum leaders to ensure that appropriate support is provided to PD pupils.
14. To ensure, where appropriate, representation of the department at Subject Leaders meetings. If not attending the Subject Leader meetings, to keep abreast of debate and contribute through a representative colleague.
15. To hold regular departmental meetings; keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.
16. To assist and co-ordinate the identification, assessment and provision of SEN/D pupils.

B: Teaching and Learning

1. To lead the staff in the implementation of SEN/D specific teaching and learning requirements.
2. To work with the SLT link and staff to develop effective ways of bridging barriers learning through: assessment of needs; monitoring of teaching quality and pupil achievement; target setting; including IEPs: EHCPs and developing a recording system for progress.
3. To ensure that all staff follow the agreed support strategies for SEN/D pupils.
4. To ensure that suitable methods of assessment are devised and applied at appropriate time to assess and meet the requirements of SEN/D pupils. To provide advice, support and guidance on course entry and requirements for SEN/D pupils.
5. To initiate and where appropriate, organise curricular, extra-curricular and educational enhancement activities for SEN/D pupils.
6. To use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff and take appropriate action to improve further quality of teaching and learning for SEN/D pupils.
7. To provide quality assurance monitoring and intervention with all staff.
8. To monitor progress and evaluate the effects of any improvement strategies on teaching and learning by working alongside school staff, analysing work and outcomes.
9. To provide regular feedback to the SLT link to help the school evaluate its practice.
10. To assist the SLT link in the regular review of the standards of leadership and teaching and learning for SEN/D pupils.
11. To undertake day-to-day co-ordination of SEN/D pupils' provisions through close liaison with staff, parents/carers and external agencies.
12. To work with all staff to ensure all pupils learning is of equal importance and that there are realistic expectations of pupils.
13. To consider the range of teaching strategies and equipment that could be utilised for pupils of K code and EHCPs.

C: Leading and managing staff

1. To provide professional guidance to staff to secure good teaching for SEN/D pupils, through both written guidance and meetings.
2. To provide regular feedback and, where appropriate, INSET to all staff on teaching and learning for SEN/D pupils.
3. To help in the selection of staff for the department.
4. To be responsible for inducting new staff in the department.
5. To ensure that all relevant staff understand, and are actively implementing, the key aspects of the school's SEN/D policies.
6. To assist members of the department in discipline matters.

7. To secure, maintain and integrate the collaborative effort of the staff in the department so that involvement, commitment and team spirit are promoted.
8. To ensure that staff in the department are familiar with and follow all school and departmental policies e.g. reports, disciplinary procedure setting and marking of work.
9. To assist the Headteacher in drafting reports and references on present and past members of the department.
10. To manage and support staff in the department.
11. To alert the SLT link of any complaints regarding staff in the department and discuss strategies for the support of teachers as required.
12. To implement and promote the use of performance management to develop the personal and professional effectiveness of staff in the department.
13. To act as a performance management team leader for identified staff.
14. To ensure the performance management arrangements are effectively discharged by the other team leaders in the department.
15. To ensure that all staff in the department have high quality professional development opportunities.
16. To monitor and evaluate the contribution and impact of other staff to school improvement.
17. Take initial responsibility for the pastoral care and welfare of all staff in the department.
18. To co-ordinate and EHCP and attend/chair when necessary.
19. To attend relevant EHCP at the middle schools to help facilitate continuity and progression through the development of a transition programme. To liaise with pupils, parents/carers and teachers requiring advice about provision.
20. To manage the CAT and Reading and Comprehension testing of new pupils.
21. To ensure the maintenance of accurate and up-to-date IEP and EHCPs and review information concerning the SEN/D pupils.
22. To lead the use of analysis and evaluation of performance data.
23. To help produce reports within the reporting cycle.
24. To produce reports on examination performance of LS pupils, including the use of value-added data.
25. To oversee the process of exam concessions application.

D: Resource Management

1. To maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
2. To administer efficiently and effectively the resources and capitation of the department.
3. To ensure that the teaching area allocated to the department is kept in good order.
4. To ensure colleagues create a stimulating learning environment for the teaching and learning of the subject.
5. To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
6. To discuss departmental timetable schedules with all members of the department and to ensure a fair and realistic distribution of support and intervention in accordance with information issued by SLT.
7. To plan the deployment of staff expertise in accordance with EHCP provision expectations.

E: Safeguarding

1. To be responsible for promoting and safeguarding the welfare of all children and young persons the postholder is responsible for and comes into contact with.
2. To ensure that all school and county child protection and safeguarding policies are adhered to and concerns are raised in accordance with these 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. Members 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. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the postholder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Person Specification – SENCO

We will be using the following criteria during the selection and interview process

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	• Qualified Teacher Status • SENCO or other SEND qualification	• Further professional qualification	• Application Form
Experience	• Experience of managing staff • Experience of managing provision for pupils who have physical disabilities • Experience of teaching SEND pupils • Experience working with parents to support pupil welfare and achievement • Experience of working with outside agencies and support professionals	• Secondary level SEND experience, preferably as a SENCO • Middle Leadership experience • Effective collaboration with external agencies • Experience of working with challenging pupils • Experience of timetabling support staff • Experience of writing policies • Delivery of whole school INSET to staff	• Application Form • Interview
Professional Development	• Evidence of relevant further professional development	• Safeguarding and Child Protection Training • Training on addressing specific areas of SEND (eg Dyslexia, ASD)	• Application Form • Interview
Skills	• Proven ability to inspire, lead, manage and motivate a hard-working staff • Excellent team working and interpersonal skills • Ability to deliver 'hard messages' • Data management and analysis skills • Exemplary teaching skills	• Familiarity with SIMS • Excellent ICT skills	• Interview • References • Tasks • Panels

	• Ability to develop and manage appropriate and efficient systems • Ability to initiate and lead change		
Personal Qualities	• Sense of humour and a positive outlook • Pupil focused commitment • Enthusiasm, initiative and the personal presence to work as a role model • Creativity and imagination with a willingness to challenge existing thinking • Ability to work under pressure; a determination to succeed • Prioritise and manage own time effectively		• Interview • Tasks • Panels



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance "Keeping Children Safe in Education", issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school's Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school's Child Protection policy and Safeguarding policies are available on request or on the school's website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the "Pre-employment checklist for Candidates" sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in

the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: SENCo

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on an *infrequent basis*.

The weights involved in these manual handling operations are *up to 6-10kg*.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role *also involves working with children and young people with special needs including those with physical disabilities*.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is *also likely to require behaviour management interventions for which the postholder will be trained*

Work Equipment/Machinery

This role involves working with computers

COSHH (Control of Substances Hazardous to Health)

This role may require the postholder to *change printer toner cartridges on an occasional basis*.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Dear Applicant

Equality Monitoring

Thank you for your interest in the SENCo vacancy at this school. The school operates an equality policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy, it is essential that we monitor the profile of our applicants in relation to their age, disability, gender identity, race, religion or belief, sex and sexual orientation.

The equalities monitoring form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form located in the Vacancies section of the website under 'Applications Forms and Equalities Monitoring Form' and return it to me.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely

Mr R Carlyle
Headteacher



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

[DBS filtering guide - GOV.UK](https://www.gov.uk/guidance/dbf-filtering-guide)

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