



Dear Applicant

Thank you for showing an interest in the Assistant Subject Leader for Mathematics post at Portchester Community School.

We are seeking to appoint a dynamic and innovative teacher. 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 students 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



## **Assistant Subject Leader for Mathematics**

**Permanent, Full Time**

**Main Pay Range: £28,000 to £38,810 p.a. plus TLR 2b of £5,028**

**Start Date: September 2023 (An earlier start date may be possible)**

An exciting opportunity has arisen for an enthusiastic and inspirational teacher to join our dynamic Mathematics Department. The successful candidate will have a commitment to excellence, maintain the highest professional standards and place the child at the centre of everything they do. You will need to be an excellent classroom practitioner and have a track record of success at whatever level you have been working at.

We welcome applications from both current second in departments as well as teachers who are looking to make the step up into middle leadership.

In return, we can offer:

- A talented and highly motivated team of professionals at all levels
- Continuing professional development based on research and improving teaching & learning
- A school with a calm and considered environment
- A school that students, staff and the community feel proud of

The role of the Second in Maths will include supporting the Head of maths in the following areas:

- Supporting the rest of the team
- Building on the work already done to take GCSE results above National Standards
- Tracking and analysing data in order to maximise student progress
- Monitoring the quality of teaching in Maths through observations, learning walks and book scrutiny, then sharing best practice and planning support

The postholder will also be responsible for fulfilling the safeguarding requirements of the role and adhering to the school's Safeguarding Policy.

We are a growing 11 – 16 comprehensive school. Graded 'good' across all standards by Ofsted in our most recent inspection, we pride ourselves in being highly inclusive and student focused. We were awarded the prestigious National SMSC Quality Mark Gold Award, May 2021. We are very proud of our pupils and their achievements.

As a school, we aspire to provide the very best educational opportunities and outcomes for all of our students.

Our talented staff are unstinting in providing a wealth of opportunities for students. They give generously of their time and energy both in and out of term time. Students quickly learn that hard-work and investment in learning provides great pleasure and reaps dividends in the future.

If you require any further information or would like to visit the school, please get in touch with Nick Cousins (Deputy Headteacher) [n.cousins@portchester.hants.sch.uk](mailto:n.cousins@portchester.hants.sch.uk) or Tom Vetcher (Head of Maths) [t.vetcher@portchester.hants.sch.uk](mailto:t.vetcher@portchester.hants.sch.uk)

Our vision is to support every student to be a:

**Successful Learner, Confident Individual, and Responsible Citizen.**

The students and their families have bought into this vision and together we form a friendly and dedicated learning community.

Candidates are welcome to contact and visit the school.

Closing date for applications: **Noon on Wednesday 19 April 2023**

**(Please send in your application as soon as possible and we will interview as and when we receive applications for this role).**

An application pack is available to be download from our website at [www.portchester.hants.sch.uk](http://www.portchester.hants.sch.uk) under the Vacancies section of 'About Us' tab or email [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk)

Completed applications are to be returned via the email detailed below.

Email – [recruitment@portchester.hants.sch.uk](mailto:recruitment@portchester.hants.sch.uk) for the attention of R Carlyle – Headteacher.

Contact details:

Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD  
Telephone – 02392 364399

Portsmouth 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.

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

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

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:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>



**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](http://www.portchester.hants.sch.uk)

<b>Details about the post: Assistant Subject Leader for Mathematics</b>	
<b>Salary:</b>	Salary: £28,000 to £38,810 p.a. plus TLR 2b of £5,028 p.a.
<b>Contract Type:</b>	Permanent, Full Time.
<b>Safeguarding of pupils:</b>	
<b>School statement:</b>	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.
<b>Context for the vacancy:</b>	
<b>Start date:</b>	September 2023 (An earlier start date may be possible.)
<b>Terms and conditions:</b>	
<b>School statement:</b>	This post is offered subject to the terms and conditions laid down in the School Teacher's Pay and Conditions Document 2022.
<b>Equalities Statement:</b>	
<b>School statement:</b>	<p>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 students and parents of the school.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

	All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.
<b>Information about the recruitment and selection process:</b>	
<i>Closing date for applications</i>	<p>Please email your completed application form to recruitment@portchester.hants.sch.uk by noon on Wednesday 19 April 2023. 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'.</p> <p>If you submit your application form by post, please return the equality monitoring form in a sealed envelope along with your application.</p> <p>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</p>
<i>Interview date:</i>	To be advised.
<b>Employment checks required:</b>	
1	<b>Fully</b> completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps.
6	Proof of academic and professional qualifications.
7	Occupational Health check.
8	Professional character references.

*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.*



## **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](http://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.

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 aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; undertake recruitment and selection activities in a fair and transparent way and to ensure safer recruitment guidelines are followed to 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](http://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**

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## Job Description – Assistant Subject Leader for Mathematics

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To provide strategic support and subject leadership for Mathematics</li> <li>To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.</li> <li>To provide high-quality support and leadership and management of the Mathematics Subject Area. Provide personal support to teachers and support staff in mathematics.</li> <li>To develop and enhance the teaching practice of others.</li> <li>To monitor and support the overall progress and development of students as a manager within the subject area and as a Tutor.</li> </ul>
<b>Reporting to:</b>	<ol style="list-style-type: none"> <li>Subject Leader</li> <li>Assistant Headteacher</li> </ol>
<b>Responsible for:</b>	The provision of a full learning experience and support for staff and students in Mathematics
<b>Liaising with:</b>	SLT, teaching staff, relevant support staff, LEA representatives, external agencies and parents
<b>Salary/grade:</b>	TLR 2b
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within Mathematics.</li> <li>The day-to-day management, control and operation of mathematics provision.</li> <li>To monitor and follow up student progress.</li> <li>To implement School Policies and Procedures.</li> <li>To lead colleagues in formulating aims and objectives for the subject area which have coherence and relevance to the needs of students and to the aims and objectives of the school.</li> <li>To manage the planning function of the subject area, and to ensure that the planning activities of mathematics reflects the needs of the students and the aims and objectives of the school.</li> <li>To support the relevant manager in the application of ICT, the support of Gifted &amp; Talented students and Learning Support in mathematics.</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's priorities.</li> </ul>

<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>• To ensure curriculum development which promotes high quality teaching and learning within mathematics.</li> <li>• To keep up to date with national developments in mathematics and teaching practice and methodology.</li> <li>• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels, and in particular Assessment for Learning.</li> <li>• To maintain accreditation with the relevant examination and validating bodies.</li> </ul>
<b>Staffing</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>• To work with Subject Leader to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.</li> <li>• To carry out performance reviews and to act as a team leader for staff within mathematics</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations.</li> <li>• To ensure the effective efficient deployment of classroom support.</li> <li>• To participate in the school's trainee programme.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• To ensure the effective operation of quality self-evaluation.</li> <li>• To set targets within the subject area and to lead the Mathematics team in working towards their achievement.</li> <li>• To establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles within mathematics.</li> <li>• To contribute to the school procedures for lesson observation.</li> <li>• To implement school quality procedures and to ensure adherence to those within the subject area.</li> <li>• To lead the monitoring and evaluation of the subject area in line with agreed school procedures including evaluation against quality standards and performance criteria.</li> <li>• To seek/implement modification and improvement where required within the relevant subject area.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>• To ensure the maintenance of accurate and up-to-date mathematics performance data.</li> <li>• To analyse, evaluate and report on performance data.</li> <li>• To produce and quality control reports within the reporting cycle.</li> <li>• To manage exam entries within mathematics.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure that all members of the subject area are familiar with its aims and objectives.</li> <li>• To ensure effective communication/ as appropriate with the parents of students.</li> <li>• To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To identify resource needs and ensure the efficient /effective use of physical resources</li> <li>• To co-operate with other subject areas to ensure sharing and effective usage of resources to the benefit of the school and the students.</li> </ul>

<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>• To monitor and support the overall progress and development of students within the subject area</li> <li>• To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.</li> <li>• To act as a Tutor and carry out the duties associated with the role as outlined in the generic job description.</li> <li>• To contribute to CRE, Citizenship and enterprise according to the school policy.</li> <li>• To assist in the implementation of the Behaviour for Learning Policy within the school.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and students to follow this example.</li> </ul>

**Other Specific Duties:**

- To ensure equality of access and opportunity within the subject area taking special account of special needs.
- To continue linking with outside agencies.
- To organise outside liaison with our feeder schools.
- Contribute to the assembly programme.
- To ensure that once per term you meet with a focus group of students to seek their opinions on an aspect of teaching and learning.

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 line leader to undertake work of a similar level that is not specified in this job description.

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

The school 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.

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

Date: February 2023



**Person Specification: Assistant Subject Leader for Mathematics**

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

<b>CRITERIA</b> <b>Qualifications</b>	<b>ESSENTIAL</b> <ul style="list-style-type: none"> <li>• Good degree</li> <li>• Teaching qualification</li> </ul>	<b>DESIRABLE</b> <ul style="list-style-type: none"> <li>• Management qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching experience at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a high performing school</li> </ul>
<b>Leadership and Management</b>	<ul style="list-style-type: none"> <li>• Evidence of commitment to continuous school improvement</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Student target setting and use of assessment information</li> <li>• Knowledge of school improvement strategies</li> <li>• Understanding of the personalised learning agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the role of ICT in school improvement</li> <li>• Understanding of the Every Child Matters agenda</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent team working and interpersonal skills</li> <li>• Data management and analysis skills</li> <li>• Exemplary teaching skills</li> <li>• Ability to support teachers in evaluating their own practice</li> <li>• Ability to develop and manage appropriate and efficient systems</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent ICT skills</li> </ul>



## **Job Hazard Form**

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

Role Title: **Assistant Subject Leader for Mathematics**

### 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 also involves working with computers

### Driving

This role may require the postholder to drive *a mini bus/their own vehicle for work purposes, on a voluntary basis, following appropriate training if necessary*.

### 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 Assistant Subject Leader for Mathematics 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



## Disclosure and Barring Service Policy Statement

Portchester Community School complies fully with the [Disclosure and Barring Service Code of Practice](#). We undertake to treat all applicants fairly and not to discriminate against anyone on the basis of conviction or other information provided.

Having a criminal record will not necessarily prevent an individual from being employed by a Hampshire County Council school. This will depend on the nature of the role, professional suitability and the circumstances, nature and background of the offences.

Portchester Community School recognises that access to criminal record information has to strike a balance between the rights of children and the vulnerable in society, an individual's right to privacy and the rights of ex-offenders to become rehabilitated into society.

We also use the Disclosure and Barring Service to support Hampshire County Council's corporate aims, specifically its commitment to ensuring that children and vulnerable groups are protected from harm with their welfare at the forefront of the Council's work.

We undertake to ensure that confidential and sensitive information about an individual's criminal record is handled fairly and properly and in accordance with the relevant legislation.

The policy statement will be reviewed at least annually.

Date: September 2022

**Successful    Confident    Responsible**

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