

Assistant Director Education Partnerships

Closing date: Midnight on Sunday 20 June 2021



Dear Applicant

Assistant Director Education Partnerships

Thank you for expressing an interest in the post of Assistant Director Education Partnerships at North Somerset Council, a unitary authority recognised as high performing nationally with a reputation for innovation and efficiency.

The North Somerset area is an attractive place to live and work, with outstanding schools and excellent road and rail links to Bristol, Bath, London etc.

Following a period of change, North Somerset Council is on a journey of further transformation and improvement in its Children's Services. As a result, an exciting opportunity has arisen for an Assistant Director for Education Partnerships. In this newly created role, we seek a truly passionate and confident leader who will thrive on the opportunity to build and strengthen the Council's relationships and educational outcomes for our children and young people with its 96 different education partners across the district.

As Assistant Director, you will be a strong strategic collaborator with a proven ability to influence the delivery of high quality, first class education and services for children and young people. With a focus on further developing our existing strategic partnerships with key stakeholders you will shine the spotlight on inclusion and create a strong social and moral narrative for the Council and its partners. Importantly, you will lead on narrowing the attainment gaps across North Somerset's geographical patch, whilst driving forward several exciting projects, including a new SEMH free school, the expansion of a special school and management of a significant pipeline of new schools to support the growth of our population.

Reporting to the Director of Children and Young People's Services, you'll be an integral member of the Council's Leadership Delivery Team and will direct an expert team of dedicated professionals to provide the highest quality levels of service at pace. You will be a credible internal ambassador with an ability to build close knit relationships across the wider Council, ensuring your services are aligned with our overall vision for excellence in Children's Services.

We are working with Tile Hill on this important appointment. Visit www.tile-hill.co.uk to find out more and to apply. For a confidential discussion, please contact Anita Denton on **07725 554 802**, Helen Anderson on **07534 602 845** or Chris Barrow on **07437 839 048**.

If you are up for the challenge and you have the ability and experience to succeed in this role, you will find North Somerset Council an exciting place to work and live. Thank you for your interest.

Yours sincerely

Sheila Smith

Director of Children and Young People's Services

How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure all gaps in employment and education history are fully explained on your CV; we may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please ensure that you address the key requirements as set out in the person specification. These competencies will be used as part of the assessment process.
- Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Tile Hill consultant to update you on the status of your application.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
Closing date:	Midnight on Sunday 20 June 2021
Final Panel Interviews:	Thursday 8 and Friday 9 July 2021

We welcome applications from all sections of the community and will be pleased to help meet any requirements arising as part of the recruitment process, for example as a result of disability.

Confidential Discussion

If you would like to have a confidential discussion about this role, please contact our retained consultants at Tile Hill,
Anita Denton on **07725 554 802**,
Helen Anderson on **07534 602 845** or
Chris Barrow on **07437 839 048**

To apply please click the link below

<https://www.tile-hill.co.uk/job/assistant-director-education-partnerships>



Assistant Director, Education Partnerships

Permanent, full time • Salary up to £91,340 p.a.

Our vision for our children and young people

To make North Somerset a truly great place for children and young people to thrive; where all have the best possible life and opportunities, including those who are vulnerable, disadvantaged and/or have special educational or additional needs.

There are many reasons why North Somerset is an attractive place to live, work and visit. For most, it is renowned for its wonderful natural assets, including part of the Mendip Area of Outstanding Natural Beauty, sites of Special Scientific Interest and 25 miles of beautiful coastline. But there is much more to North Somerset than meets the eye.

It is in a great location, strategically positioned close to Bristol, Bath and the M4 corridor for fast regional connectivity. We are also well connected nationally and internationally, with quick links to London Paddington, South Wales, the Midlands and the South West via Bristol Airport, the port, the M5 motorway and direct trains.

Following a period of change, North Somerset Council is on a journey of further transformation and improvement in its Children's Services. As a result, an exciting opportunity has arisen for an Assistant Director for Education Partnerships. In this newly created role, we seek a truly passionate and confident leader who will thrive on the opportunity to build and strengthen the Council's relationships and educational outcomes for our children and young people with its 96 different education partners across the district.

As Assistant Director, you will be a strong strategic collaborator with a proven ability to influence the delivery of high quality, first class education and services for children and young people. With a focus on further developing our existing strategic

partnerships with key stakeholders across all of our early years settings, schools, academies, alternative education providers and our Further Education and Higher Education provider, Weston College, you will shine the spotlight on inclusion and create a strong social and moral narrative for the Council and its partners. Importantly, you will lead on narrowing the attainment gaps across North Somerset's geographical patch, whilst driving forward several exciting projects, including a new SEMH free school, the expansion of a special school and management of a significant pipeline of new schools to support the growth of our population.

Reporting to the Director of Children and Young People's Services, you'll be an integral member of the Council's Leadership Delivery Team and will direct an expert team of dedicated professionals to provide the highest quality levels of service at pace. You will be a credible internal ambassador with an ability to build close knit relationships across the wider Council, ensuring your services are aligned with our overall vision for excellence in Children's Services.

North Somerset Council is determined to provide consistently high-quality support and services for children, young people and their families. If you have experience in these areas and a commitment to leading high standards and improving practice, we would love to hear from you.

We are working with Tile Hill on this important appointment. Visit <https://www.tile-hill.co.uk/job/assistant-director-education-partnerships> to find out more and to apply. For a confidential discussion, please contact Anita Denton on **07725 554 802**, Helen Anderson on **07534 602 845** or Chris Barrow on **07437 839 048**.



Closing date:
Midnight on Sunday 20 June 2021

Interview date:
Thursday 8 and Friday 9 July 2021



For more information and to apply, visit: www.n-somerset.gov.uk

Job Description

Directorate: Children and Young People's Service

Section: Education Partnerships

Job Title: Assistant Director - Education Partnerships

Post No: tbc

Grade: JM10

Reports To: Director of Children and Young People's Service

1. Job Purpose:

Vision for our children and young people

To make North Somerset a truly great place for children and young people to thrive; where all have the best possible life and opportunities, including those who are vulnerable, disadvantaged and/or have special educational or additional needs.

The primary purpose of the role will be to develop services that ensure children are given the best start in life and are able to achieve their potential, to raise attainment, be aspirational and address the causes of inequalities in educational outcomes and attainment. In the context of education and skills, North Somerset Council is committed to enabling each young person to achieve their ambitions by supporting the development and improvement of the education and skills offer available across North Somerset.

You will develop stronger relationships with partners including schools, academies, colleges, universities and other providers across North Somerset, the West of England and the South West region to influence and raise standards and close the gaps in learning for all of our children and young people.

You will maintain an effective oversight for school place planning and capital investment in schools, ensuring that the Council's commissioning and planning for school places across the age range, and programmes for capital investment in schools, are designed to achieve the best outcomes for students.

You will be the lead education professional, providing advice to the Council and the Director

of Children and Young People's Services, and deputising for the director as appropriate.

2. Organisational Context

You will report to the Director of Children's Services, one of five directors within the Council who in turn report to the Chief Executive Officer.

The council is the strategic lead for the education of children and young people. It has a legal duty to ensure that every child fulfils his or her educational potential irrespective of school ownership and management.

There is a predicted increase of pupil places for mainstream and special education school places as a result of expected housing growth in the area until 2035.

The council is working on an ambitious SEND Action Plan resulting from a Written Statement of Action and a recent LGA Peer Challenge.

The council is redefining its relationships with education colleagues following a successful Inclusion Summit.

There is a significant and increasing DSG deficit (relating to the High Needs Block) which links to an increase in the number of Education, Health and Care Plans.

3. Dimensions

Children's Services budget: c31m

Dedicated Schools Grant: 169.3m

- Schools' block: 129.6m
- High Needs block: 26m
- Early Years' block: 11.5m
- Central Services block: 1.8m

North Somerset Council have the following schools within its area:

- 79 schools of which:
- 63 are primary (10 local authority maintained/53 academies)
- 12 are secondary (all academies)

- 3 are special schools (all local authority maintained)
- 1 is a pupil referral unit across 2 sites (local authority maintained)
- There are 224 early years providers as follows
 - 123 child minders,
 - 44 nurseries (of which 3 are local authority operated)
 - 38 pre schools
 - 15 school based early years provisions
 - 4 independent school early years provisions

There is also a Further Education college delivering 6th form provision as well as a range of SEND provision for 16-25 years.

North Somerset has a population of c215,000 in 2019, of which c45,000 are in the 0-19 years of age.

4. Key Responsibilities

- Make an effective contribution to the Directorate Leadership Team, ensuring effective strategic planning of services, performance and budget management.
- Maintain an effective oversight for the strategic planning and policies of a wide range of Education services including SEND / Education Inclusion, School place planning and commissioning, Schools and Early Years Funding, Early Years provision, Virtual School, School improvement and traded Music Service (shared with South Gloucestershire Council).
- Ensure the contractual relationship with Somerset Support Services for traded Education services is managed to make sure that delivery of services and contract compliance meets the needs of the service.
- Ensure the development and implementation of future service plans as part of wider directorate and corporate planning.
- Monitor the performance of maintained schools in North Somerset and mobilise school improvement support where required in line with the council's vision and the legislative requirements of various Education Acts.
- Work collaboratively with RSC, DfE and Ofsted to improve school performance and standards across the local authority area.
- Support the investigation of Ofsted complaints/ referrals and ensure the council fulfils its duty in referring matters to the relevant statutory bodies such as the Teaching Regulations Agency in cases of misconduct.
- Hold schools to account and challenge, where appropriate, in order to improve educational achievement and learning outcomes for all North Somerset children and young people, including those looked after, those in receipt of free school meals, those with special educational needs, and those at risk of exclusion.
- Oversee the local authority's role in head teacher appointments to ensure recruitment is of the requisite standard and skills mix for each school and the area.
- Be responsible for the spend in relation to the Dedicated Schools Grant and lead the strategy to reduce the deficit, in liaison with the Strategic Schools' Forum, Finance colleagues and the Department for Education.
- Provide a clear focus for driving change and manage demand in areas such as Special Educational Needs and Alternative Provision
- Ensure that educational priorities are reflected in North Somerset Council's Corporate Plan and wider strategic planning, for example around placemaking and development.
- Form strong effective working relationships with elected members, education leaders, senior colleagues and other stakeholders engaged in facilitating or achieving the council's strategic objectives.
- Bring together the North Somerset education community to agree and deliver shared objectives.
- Identify and communicate priorities, issues and opportunities between the local authority and education leaders and respond collectively to those priorities, issues and opportunities.
- Sponsor and support the Strategic Schools Forum.
- Represent North Somerset Council on various platforms such as the Education Excellence Partnership Board, Schools' Standards Board, the Strategic Schools' Forum and Heads' networks.

- Build and maintain effective working relationships with colleagues in the Place directorate with responsibility for adult education and the Skills agenda.
- Contribute constructively on behalf of North Somerset Council to regional and national working through membership of a range of groups e.g. national ADCS school improvement.
- Be a named member of the Gold Emergency Planning rota and to ensure that services the post holder is responsible for have appropriate business continuity plans and emergency response procedures.

Generic Items

To undertake any other duties commensurate with the grade of the post.

To be aware of and understand the Council's Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

To ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

5. Work Control, Supervision and Work Planning

You will be expected to lead on the formulation of all strategies, policies and procedures within the Education Partnerships service area.

Regular strategic briefings with the Director of Children and Young People's Services to discuss progress on agreed activities, performance against directorate targets and longer-term national requirements.

Hold regular briefings with the Lead Member for Children's Services and Lifelong Learning.

The postholder will lead, manage and direct the services under their control, ensuring that targets, objectives, projects and agreed work programmes are well communicated and delivered on-time and within budget.

The postholder will ensure that all Education Partnership services have an effective workforce

capable of meeting its objectives and that effective arrangements are in place for recruitment, induction, staff development and training.

6. Contacts

- Children's Services Leadership Team
- Strategic Schools Forum
- Executive, Scrutiny and other elected Members
- DfE, Ofsted, Regional Schools Commissioner
- Headteachers and governing bodies for primary, secondary and special schools
- Diocesan bodies
- Trade Unions
- Residents

7. Qualifications and Experience

(Please see the attached person specification)

8. General

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

9. Additional information

Much of the work undertaken within the Directorate is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the Directorate, they may on occasions be exposed to information that they may find upsetting.

Person Specification

Qualifications

Essential

- Qualified to degree level
- Qualified teacher status

Desirable

- Further relevant professional qualifications

Work Related Experience and Associated Vocational Training

Essential

- Significant experience of education leadership in a school/multi academy trust/FE or local authority setting
- Experience of developing and leading high performing teams
- Experience of successfully planning and delivering service improvement and budget management
- Experience of working successfully with education, health and local authority leaders
- Experience of using partnership structures to design and effect successful change

Desirable

- Experience of working with elected members

Other Relevant Experience

Essential

- Successful track record of building effective partnerships with schools, academies and colleges to create and develop opportunities to improve educational outcomes.

Specialist Knowledge

Essential

- Knowledge of current educational policy especially as it relates to curriculum, teaching, assessment, leadership and management and school improvement.
- Knowledge and understanding of SEND legislation and policy to ensure effective SEND provision
- Knowledge and understanding of current legislation and systems of education delivery, governance and funding

Job Related Skills

Essential

- Credibility and ability to influence school and education leaders
- Ability to communicate effectively through the spoken and written word
- Demonstrable ability to work collaboratively across education, health, children's and broader place services to deliver priority sustainable outcomes.

Personal Skills

Essential

- Highly developed communication and negotiation skills
- Ability to both challenge and influence the whole system as a champion for children and maintaining working relationships.
- Ability to show system leadership and achieve improved outcomes for children and young people.

Special Working Conditions

Essential

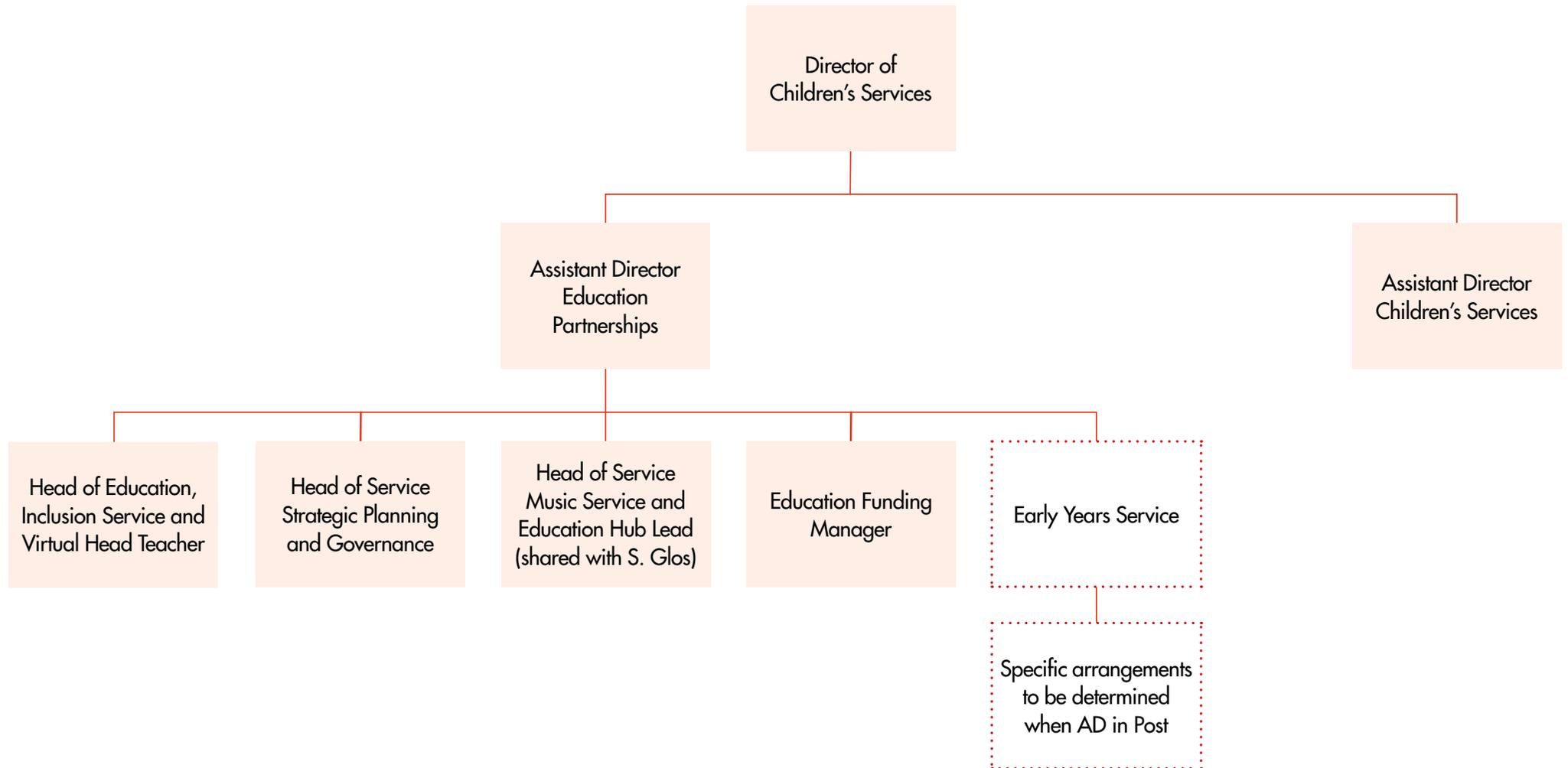
- Valid driving licence and own transport, or be able to provide alternative, suitable method of travel. *

Other

Essential

- Satisfactory DBS check (relevant applications and checks will be carried out before any job offer is confirmed) *

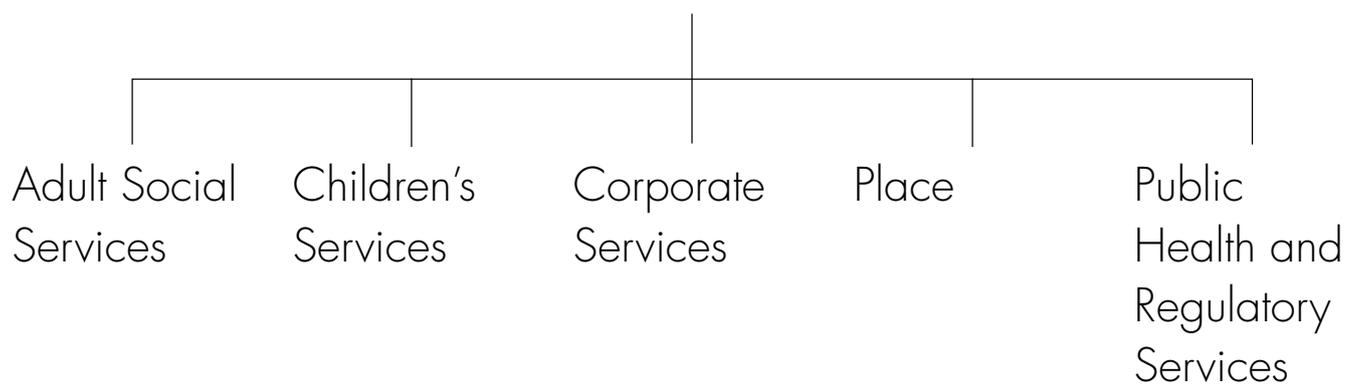
Education Partnerships' organisational structure



North Somerset Council organisational structure



Chief Executive
Jo Walker



Director
Hayley Verrico



Director
Sheila Smith



Director
Amy Webb



Director
Lucy Shomali



Director
Matt Lenny

Our leadership commitments

Each of us has a crucial role to play in helping meet the needs of residents, customers and communities and to ensure North Somerset Council is an effective, positive and collaborative place to work. As such we place as much importance on how our staff achieve our objectives and outcomes through demonstrating the right behaviours and values as what they do to achieve them.

Our Corporate Plan, Vision and Priorities set out the attitudes and approach we expect from managers and staff: how we do things, how we treat others, what we say, how we say it and how we can expect to be treated.

Our priorities are:

- Being advocates for change and innovation.
- Working well together.
- Putting customers first.
- Getting things done.
- Acting with integrity and behaving responsibly.
- Demonstrating strong leadership.

To support our values we have agreed five key sets of behaviours for every member of staff regardless of their role or grade. There are additional behaviours expected of managers.

Our values are:

- We act with integrity
- We respect each other
- We innovate
- We care
- We collaborate



Benefits of working for North Somerset Council



- Attractive area to live and work. Excellent schools and first class road, rail and air links.
- Competitive salary.
- Excellent pension scheme.
- Generous annual leave entitlements.
- High-quality supervision and support.
- Excellent training and development opportunities.
- Bicycle salary sacrifice scheme.
- Ability to influence strategy and practice.
- Relocation allowance.
- Family friendly policies including childcare benefit scheme.
- Employer committed to equality and diversity.
- Employee assistance programme and occupational health support.

Conditions of service

Employment will be subject to the relevant national Negotiating Committee and any local conditions of service or local agreements adopted by the council. Any offer of employment will be subject to two references satisfactory to us (one from present or last employer) and satisfactory medical clearance from the council's Medical Adviser (you may be required to attend for medical examination).

Salary

The salary for this role is up to £91,340 p.a. Salary progression is linked to performance. Salaries are paid by Direct Bank Credit Transfer. Pay day is the last banking day of the month, except for December when payments will be made in the week preceding Christmas Day.

Probation

All new employees are subject to the completion of a satisfactory probationary period of six months.

Hours of work

Normal office opening hours will be from 8.45am–5pm Monday to Thursday, and until 4.30pm on Friday. You will be required to carry out the duties of the post during such hours as may be necessary to meet the needs of the service/organisation or during such hours as may be reasonably required.

Annual leave

You will be entitled to 31 days annual leave plus Bank Holidays and an extra day agreed by the Authority to be taken at Christmas on a day determined by the Authority. An additional five days' annual leave will be awarded after five years' continuous service in local government.

Place of work

The post holder will work across our two main office sites, the Town Hall, Weston-super-Mare and Castlewood, Clevedon. You may be required to work at any other location within the area.

Pension

All employees are automatically admitted to the Local Government Pension Scheme from the day of appointment. It is possible to opt out of the Scheme and the successful candidate will receive further details regarding pension choices.

Relocation

A relocation allowance of up to £8,000, if appropriate.

Politically restricted post

This is a politically restricted post under the 1989 Local Government and Housing Act or any re-enactment thereof.

Trade union membership

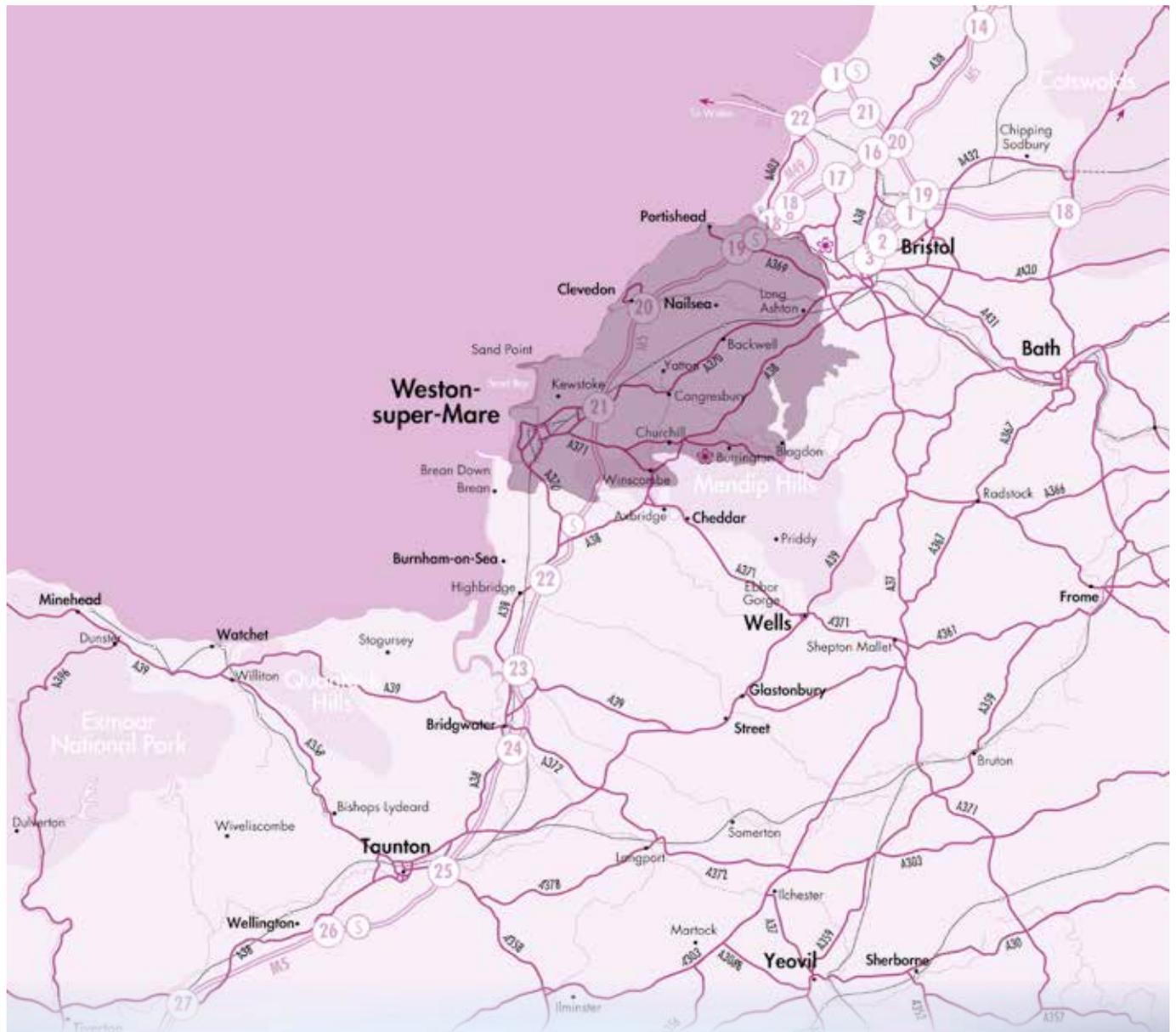
The council recognises the rights of individuals to belong to appropriate trades unions and supports the principle of collective bargaining by employer and employee representatives.

Whole-time service

The postholder will be required to devote their whole-time service to the work of council and must not engage in any other business or take up any other additional appointment without the express consent of the council.

These conditions of service are for guidance only and do not form part of a binding contract.

North Somerset area map



About North Somerset

North Somerset is part of the South West of England and situated on the M5 corridor. It extends from the edge of Bristol and the River Avon in the North, to the River Axe and the Mendip Hills in the South.

North Somerset is an area of contrasts from a coastline made up of cliffs and sandy beaches, to beautiful countryside with wooded hills, open moorland, wetlands, rhynes, reed beds and rich pasture land, with two thirds of the area greenbelt or an area of outstanding natural beauty.

There are many district communities within the area which includes 35 rural parishes and the four towns of Weston-super-Mare, a large seaside resort; Clevedon, a Victorian seaside town, Nailsea, a new town built around the original village; and Portishead, a seaside town with its own marina and views across the River Severn and the two Severn Bridges.

North Somerset Council plays an important role in the life of the communities within the area and provides services to around 201,000 people in partnership with the private and public sectors, the voluntary sector and local people. The majority of our employees work from two bases in Weston-super-Mare and Clevedon.

North Somerset has a reasonably broad economic structure supporting defence, engineering, food processing, printing and packaging as well as agriculture, catering and the care industry. Tourism makes a significant contribution to the economic well-being of the area.

There are excellent roads and rail links to London and Bristol, and to Devon and Cornwall and the south west. Air transport is available at Bristol International Airport, which is situated in the North Somerset area, and there are port facilities at Royal Portbury Dock, which has contributed to attracting many new businesses to the area.

The council's headquarters are situated in Weston-super-Mare, conveniently placed within walking distance of the shops, other town centre facilities, the railway station and bus stops. Weston-super-Mare is one of the premier holiday resorts in the West Country, and is the largest town in the area. It offers a large range of shops and restaurants that offer dishes from virtually every corner of the world. Local schools provide high standards of education, and there is a wide choice of housing in the area, both in the towns and surrounding villages.



References

If you are offered a job, we will take up references before your offer of employment is confirmed.

Wherever possible your current employer should be named as someone who can be approached for a reference. It is council policy to approach current employers, regardless of whether candidates give them as referees. You should note, however, that if you request that a referee is not approached before interview, this will be respected wherever possible.

Other references should include previous/most recent employers. If you have not been employed before, you should give the names of teachers or lecturers who know you sufficiently well to comment on your ability to do the job. You can also give the names of professional people who know you well, and who are not friends or relatives. It is helpful if your referees are aware that you have used their name before we contact them.

Online applications only - please indicate which is referee one and which is referee two using the reference type field.

Disability

We are committed to the employment of people from all areas of the community. North Somerset Council works within the 'Disability Confident Scheme'. This means that if you identify yourself as disabled in line with the Equality Act definition and demonstrate on the application form that you meet all of the essential criteria listed in the person specification, we will guarantee you an interview. We will also make any reasonable adjustments for disabled people to enable equal access to the recruitment process and ongoing employment.

Defining a disabled person

A person has a disability if he or she has a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. People who have had a disability within this definition are protected from discrimination even if they have since recovered.



Impairment

This includes physical, mental and sensory impairments, such as those affecting sight or hearing. This can include long-term, recurring, varying or managed medical conditions such as asthma and diabetes; and fluctuating or progressive conditions such as rheumatoid arthritis or motor neurone disease. A mental impairment includes mental health conditions, for example bipolar disorder or depression. Learning difficulties (such as dyslexia) and learning disabilities (such as autism and Down's syndrome) are also covered. Some people, including those with cancer, multiple sclerosis and HIV/AIDS, are expressly protected as disabled people.

Substantial adverse effect

Something which is more than a minor or trivial effect. The requirement that an effect must be substantial reflects the general understanding of disability as a limitation going beyond the normal differences in ability which might exist among people.

Long-term effect of an impairment

One which has lasted at least 12 months, or where the total period for which it lasts is likely to be at least 12 months, or which is likely to last for the rest of the life of the person affected.

Normal day-to-day activities

Activities which are carried out by most people on a fairly regular and frequent basis including: using a telephone, reading a book or using public transport. Some examples of difficulties in carrying out normal day-to-day activities include: difficulty in going up and down steps, loss of control of the bowels, inability to give oral basic instructions to colleagues, total inability to distinguish colours. The term is not intended to include activities which are normal only for a particular person or group of people, such as playing a musical instrument, or a sport, to a professional standard or performing a skilled or specialised task at work.

Severe disfigurement

Is included, without any need to demonstrate that the impairment has a substantial adverse effect on their ability to carry out normal day-to-day activities.

Rehabilitation of Offenders Act

Under the Rehabilitation of Offenders Act 1974, an individual who has a conviction for a criminal offence is, after a specified time, allowed to treat the conviction as if it never occurred i.e. spent. However, under this Act, some occupations and employments are exempt and applicants for these posts are not protected by the Act. This would include jobs that involve regular caring for vulnerable adults, training, supervising or being in sole charge of those aged under 18.

The council has a number of jobs that require a disclosure check and successful applicants will be subject to a Criminal Records Bureau (CRB) disclosure check for any such job. If this applies, it will be stated in the advertisement. Please indicate you have read the declaration and print your name. You will not be able to submit your form until all mandatory fields are completed.

The completion of this section is voluntary. We only use it for monitoring purposes.

Policy statement on recruitment of ex-offenders

North Somerset Council is determined to make all efforts to prevent discrimination or unfair treatment against any staff or potential staff regardless of offending background that does not create a risk to children and vulnerable adults.

People with criminal records applying for positions (paid or unpaid) with the council should be treated according to their merits and to any special criteria of the position (for example, caring for children and vulnerable adults, which debars some in this category).

North Somerset Council will ensure that as a 'Registered Body' it observes the Disclosure and Barring Service (DBS) Code of Practice on disclosure information. All applicants for positions with the council will be provided with a copy of the council's Policy Statement on the employment of Ex-Offenders and will also be made aware of the existence of the DBS Code of Practice on handling Disclosures, a copy of which will be provided on request.

The council will ensure that all staff involved in the recruitment process are suitably trained to identify and assess the relevant of criminal offences and to take appropriate action.

For those positions requiring a DBS Disclosure, all applicants will be informed at an early stage through recruitment literature issued that a Disclosure will be requested in the event of the individual being provisionally offered the position. Details of a person's criminal record will always be maintained as strictly confidential and will not be passed to persons not authorised to receive it.

It is the council's policy to ask applicants questions about criminal records to ensure that people are not inadvertently placed in vulnerable positions within the council. For certain positions working with children or vulnerable adults applicants will also be required to declare any 'spent' convictions as defined by the Rehabilitation of Offenders Act 1974.

Having a criminal record in itself should not necessarily prevent a person from being appointed

to any post, unless the offence statutorily debars the person or renders the person unsuitable to work with children or vulnerable adults. Where it is felt, however, that an offence might mean that the person presents a risk then that person should not be appointed.

If an applicant reveals a criminal record and/or other information which could render the applicant potentially unsuitable then the 'responsible' recruiting manager will arrange to discuss the Disclosure with the applicant in the first instance and before any final decision is made regarding the suitability of the applicant. Following this consultation the recruiting manager is required to contact the Human Resources Service and arrange to discuss the application in the light of the information disclosed by the DBS and the applicant before a recruitment decision is made and confirmed to the applicant. Generally, a decision to reject an applicant because of, or partly because of, a criminal record should relate to an aspect of the person specification which is seen to be unmet. If possible, an applicant in those circumstances should be advised of why their application has been rejected.

Failure to disclose relevant information could lead to the withdrawal of an offer of employment or other non-employment arrangement e.g. voluntary work or, if subsequently discovered once confirmed in position, could lead to the termination of employment/non-employment arrangement.

Immigration, Asylum Nationality Act 2006

Preventing illegal working

The Act is intended to ensure that only those entitled to live and work in the United Kingdom are offered employment. It is a criminal offence for employers to employ someone whose immigration status prevents them from working in the UK.

As a potential employee you are asked to provide:

- if you have an ongoing right to work in the UK - the original document(s) detailed in List A
- **OR** if your leave to enter or remain in the UK is time-limited – the original document(s) detailed in List B.

We will check and copy the relevant pages of the documentation and we will retain this on your personal file. In the case of List B documents, repeat checks will be carried out on an annual basis.

All potential employees will be treated in the same way and will be required to produce the relevant documentation.



European Economic Area

Nationals from European Economic Area countries can enter and work in the UK without any restrictions, just like British citizens. The same is also the case for their immediate family members. The relevant documents will be checked as above.

The following countries are part of the EEA:

Austria*	Hungary*	Poland*
Belgium*	Iceland	Portugal*
Bulgaria**	Ireland*	Romania**
Cyprus*	Italy*	Slovakia*
Czech Republic*	Latvia*	Slovenia*
Denmark*	Liechtenstein	Spain*
Estonia*	Lithuania*	Sweden*
Finland*	Luxembourg*	United Kingdom*
France*	Malta*	
Germany*	Netherlands*	
Greece*	Norway	

* Those marked are also members of the European Union.

** Those marked are free to come and work in the UK but will need to apply for an accession worker card, unless exempt, from the Home Office. In addition some categories of employment will also require a work permit. Work cannot commence until requirements are fully met.

Nationals from Switzerland also have the same free movement and employment rights as existing EEA nationals.

List A

Original documents to provide (if you have an ongoing right to work in the UK)

- A passport showing that the holder, or a person named in the passport as the child of the holder, is a British Citizen or a citizen of the United Kingdom and Colonies having the right of abode in the United Kingdom.
- A passport or national identity card showing that the holder, or a person named in the passport as the child of the holder, is a national of the European Economic Area or Switzerland.
- A residence permit, registration certificate or document certifying or indicating permanent residence issued by the Home Office, Border and Immigration Agency or UK Border Agency to a national of a European Economic Area country or Switzerland.
- A permanent residence card issued by the Home Office, Border and Immigration Agency or UK Border Agency to the family member of a national of a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the United Kingdom, has the right of abode in the United Kingdom, or has no time limit on their stay in the United Kingdom.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it is allowed to stay indefinitely in the United Kingdom or has no time limit on their stay in the United Kingdom, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's adoptive parents when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A full birth certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- An adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder which indicates that the person named in it is allowed to stay indefinitely in the United Kingdom when produced in combination with an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

If you provide one of the documents above there is no need to provide any documents from List B.

List B

Original documents to provide (if your leave to enter or remain in the UK is time-limited)

- A passport or travel document endorsed to show that the holder is allowed to stay in the United Kingdom and is allowed to do the type of work in question, provided that it does not require the issue of a work permit.
- A Biometric Residence Permit issued by the UK Border Agency to the holder which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office, Border and Immigration Agency or UK Border Agency **when produced in combination with** either a passport or another travel document endorsed to show the holder is allowed to stay in the United Kingdom and is allowed to do the work in question, or a letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer confirming the same.
- A certificate of application issued by the Home Office, Border and Immigration Agency or UK Border Agency to or for a family member of a national or a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- A residence card or document issued by the Home Office, Border and Immigration Agency or UK Border Agency to a family member of a national of a European Economic Area country or Switzerland.
- An Application Registration Card issued by the Home Office, Border and Immigration Agency or UK Border Agency stating that the holder is permitted to take employment, **when produced in combination with** evidence of verification by the UK Border Agency Employer Checking Service.
- An Immigration Status Document issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and is allowed to do the type of work in question, **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
- A letter issued by the Home Office, Border and Immigration Agency or UK Border Agency to the holder or the employer or prospective employer, which indicates that the person named in it can stay in the United Kingdom and is allowed to do the work in question **when produced in combination with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

Information about all council services is available in other formats on request.

Publications, leaflets, strategies and other documents are all available in large print, audio, easy read and other formats.

Downloadable documents from our website can also be made available as plain text files and emailed to you.

Help is also available for people who require council information in languages other than English.

To request information in an alternative format please call **01275 888 788** or email **human.resources@n-somerset.gov.uk**