



North Ealing Primary School, Pitshanger Lane, London W5 1RP
07719992880 | contact@germansaturdayschoolealing.co.uk | www.germansaturdayschoolealing.co.uk

Recruitment Policy

We will ensure that all necessary measures are taken to make the recruitment process fair and accessible to all potential applicants. In doing so we refer to following Equality and Diversity legislations:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Employment Equality (Religion and Belief) Regulations 2003
- Equalities Act 2010

Those responsible for the recruitment of staff and governors should ensure that equality of opportunity is assured at all stages of the recruitment process, to encourage applicants from a diverse range of situations and backgrounds, in order to reflect the diversity (race, culture, gender, disability) of the school community and broader society.

Those with recruitment responsibility should ensure that those with 'protected characteristics' as defined by the Equalities Act 2010, are not discriminated against.

Advertisement

All posts will be advertised on our website and on the website of the Association of German Saturday Schools in the UK as well as on a variety of suitable relevant platforms.

Recruitment Panel

The recruitment process and interviewing will be usually undertaken by the directors of the School and in case of one of the directors being absent a second interview may have to be arranged.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. At least two references will be requested for all candidates being called to interview. One of these should be from the applicant's current or most recent employer. The school will always seek and obtain references directly from the referee and not rely on references and testimonials provided by the candidate. References should be verified with the referee.

Only written references received in response to a specific reference request for the position being applied for will be accepted.

All references will be checked to ensure that all specific questions have been answered satisfactorily. The information given will be compared with the application form to ensure that the information provided about the candidate and his/her



previous employment by the referee is consistent with the information provided by the applicant on the form.

Interview Process

Each candidate, provided they deem suitable will be invited to attend an interview where their suitability will be checked in reference to the person specification. The person specification (appendix 1) will contain a criterion in relation to safeguarding and promoting the welfare of children. 'Safeguarding questions' will be used at interview.

They will be given a tour of the school and be informed of when the outcome of their application will be made known to them.

Identity check at interview

It is essential that the identity of the applicant is verified while the person is present, ideally at the interview stage, definitely before an offer of appointment is made. The applicant should provide formal photo identification, ideally a passport, or photo driver's license.

Any concerns in relation to child protection should be noted during the interview, pertinent, probing questions asked, and discussed by the panel afterwards. They will inform the decision about which candidate to appoint.

All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

After the Interview

A candidate will be offered the post subject to satisfying the following points:

- The receipt of two satisfactory references (if not already received)
- Verification of the candidate's identity (if not already verified at interview)
- Proof of eligibility to live and work in the UK
- Completion of a probationary period to be arranged individually

Person Specification

Must be fluent and highly proficient German speaker

Should possess a strong background in working with children, e.g. possess a background in teaching or child care related engagement.

Is required to attend and run the teaching sessions regularly, with a minimum of 28-30 Saturdays/year on a self-employed basis.



German Saturday
School Ealing

Be punctual, conscientious and professional.

Be familiar with the school's ethos and policies and adhere to them accordingly.

Enjoy teaching the German language to children of varying ages and abilities and undertake various types of activities such as creative play and singing and also supporting school projects and seasonal activities via group productions and/or performances during summer and Christmas celebrations.

Is required to attend at least 1 x training session/year to undertake further professional development and 3 x out of hours teacher meetings.

Reviewed on behalf of the Management Committee by
Anette Bennett and Eva Sturt
Directors

04.08.21