

London Borough Of Lambeth Children & Young People's Service Recruitment Information

Lambeth Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and external agencies to share this commitment.



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About Lambeth

Lambeth is one of a ring of thirteen local authorities which constitute Inner London. It measures seven miles north to south, and about two and a half miles east to west. Lambeth is the largest inner London borough with a population of around 275,000. 11 per cent of the population are aged over 60, while 22 per cent are aged under 20.

38 per cent of Lambeth's population are from ethnic minorities. Some 142 languages are spoken in the borough and after English, the two main languages spoken are Yoruba and Portuguese.

The borough is divided into 21 wards, represented by 63 elected Councillors and made up of five town centres: North Lambeth, Streatham, Clapham and Stockwell, Norwood and Brixton. Five area committees, based on the town centre areas, have been introduced to make decisions at a local level and provide an opportunity for the local community to bring their views to the Council.

There are many tourist attractions within the borough's boundaries. Waterloo, Westminster, Lambeth and Vauxhall bridges are all partly located within Lambeth's boundaries as is Lambeth Palace, the official London residence of the Archbishop of Canterbury. Well-known sites and attractions include the British Airways London Eye, the world's highest observation wheel, and the 500-seat BFI London IMAX Cinema, the biggest cinema screen in the UK.

Lambeth includes the South Bank complex as the most visible element of a thriving, expanding arts and leisure industry within the borough. Examples include internationally known theatres such as the Old Vic, the Young Vic, the National Theatre, Royal Festival Hall and the National Film Theatre.

The north of the borough is bounded by the River Thames and is home to the London Eye and Waterloo station. The Vauxhall area, immediately to the south of Waterloo, is predominantly residential with important commercial and industrial activity taking place.

The central part of the borough extends from the Oval in the north (with the Oval Cricket Ground) to Clapham Common and Brockwell Park in the South. The area contains many of the Council's housing developments. It contains the borough's largest shopping centre in Brixton and leisure attractions such as the Brixton Academy music venue and the Ritzy cinema.

Traveling down from the north of the borough to the inner-suburbs of Streatham and Norwood, the south of the borough is predominantly residential. It has excellent entertainment and recreation facilities and potential for retail and business development on a number of key sites.

The local economy

There are 9,800 businesses in Lambeth, providing 119,400 jobs. These tend to be small businesses employing five staff or less. The public sector is the dominant employer in Lambeth providing 43,000 employee jobs, followed by the banking and finance sector (31,500) and hotels and restaurants (21,300). (Statistics from the 2010 State of the borough report).

Lambeth has an official unemployment rate of nine per cent (compared to seven per cent for London and six per cent for Great Britain).

The vision for Lambeth

The vision for Lambeth is detailed in the 10-year Lambeth Community Strategy, developed by Lambeth First, Lambeth's local strategic partnership between the Council, voluntary, community and public sector agencies operating in the borough. The strategy describes how partners will promote economic, social and environmental well-being and provides a long-term direction for the borough, also outlining how delivery will take place in an action plan.

There are seven themes in Lambeth's Community Strategy:

- creating a cleaner and greener environment
- making safer communities
- investing in children and young people
- better homes and sustainable communities
- encouraging enterprise, employment, skills and culture
- supporting healthy communities
- delivering the strategy locally.

An extract from the Lambeth Community Strategy 2004-2015.

By 2015 Lambeth's growth will reflect the London economy generally. There will have been unprecedented growth in the numbers of people living in the borough. More people will mean increased housing density with new homes of good quality. Lambeth residents will have greater access to jobs in growth sectors, such as finance and business services, health and social care, construction, cultural and creative industries and green businesses. Lambeth will be known as a place to do business. These new jobs will generate more disposable income for residents to spend in an expanded leisure and recreational sector.

Excellent transport links to London, the UK and Europe will be significantly improved by projects such as the London tram, Crossrail or the extension of the East London line to Streatham. This will significantly alter patterns of working, commuting and shopping in Lambeth, making new areas easily and quickly accessible.

We will have a younger population, adding to the demands on schools and training providers and leisure facilities. We will have built new schools and the performance of all our pupils will be good and improving.

Lambeth's young people will have access to the profession of their choice and the skills to enter the job market. Lambeth will become an image leader in the arts. Our young people will be known for their strong role in community leadership and will be central to Lambeth life.

Quality of life, having been a concern, will have improved for everyone living and working in Lambeth, but challenges will remain. We will be at the forefront of efforts to ensure that the effects of growing disparities in income are minimised and that deprivation is

tackled in a co-ordinated and effective manner, enabling everyone to live with dignity. Lambeth will be known for the quality of its green and public spaces.

Lambeth's Community Strategy can be viewed in full at: www.lambeth.gov.uk

About the Council

The administration

May 2010 saw the continuation of a Labour administration. The Leader of Lambeth Council is Councillor Steve Reed and the Deputy Leader is Councillor Jackie Meldrum.

Council structure

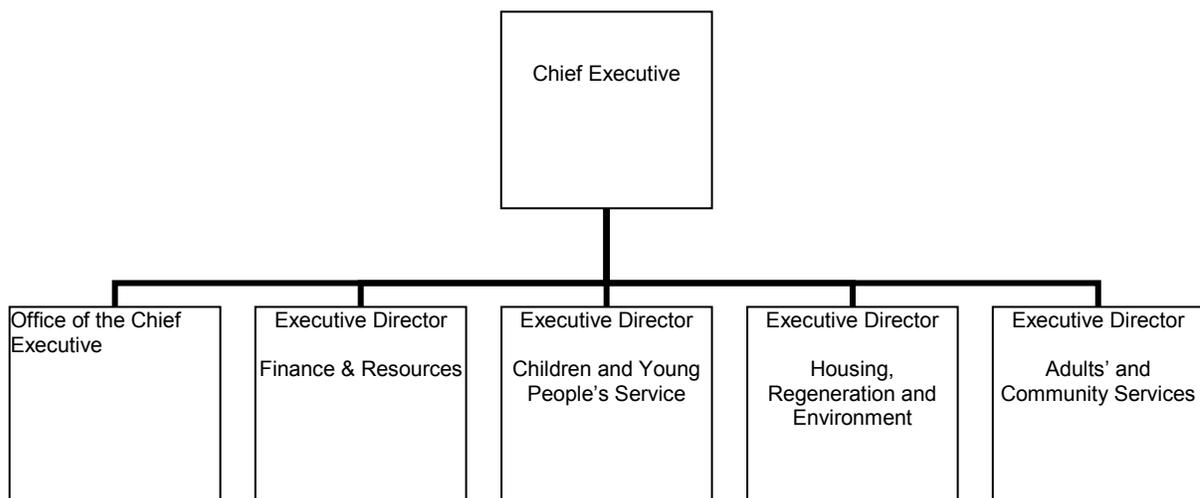
Lambeth Council's Chief Executive is Derrick Anderson CBE who commenced on 1 March 2006.

The Council has five departments:

- **Office of the Chief Executive**
- **Children and Young People's Service**
- **Finance & Resources**
- **Housing, Regeneration & Environment**
- **Adults' and Community Services**

Each department is managed by an executive director. Each department's executive director reports to the chief executive and sits on the Strategic Leadership Board (see diagram below).

Each department includes several divisions.



The Council's values

The Council's values are:

Fairness
Respect
Excellence
Service
Honesty

These values were developed to help members, staff, managers and partners to focus their attention upon public service and the needs of our customers.

The values underpin the policies that members set and provide a benchmark against which the Council's activities can be tested. They influence the ways that the Council strives to work in partnership with others.

They also set the framework within which the Council discharges its roles as an employer and influences the way staff are treated.

The Lambeth Promise

The Lambeth Promise is based on our FRESH values and sets out our aspirations for excellent customer service. It is our public commitment to our residents and outlines what they can expect from us as an individual, a service and as a Council.

The Promise makes the following commitment to our residents:

Lambeth Council is committed to ensuring you receive a high level of service. We will be helpful, open and honest with you and always aim to make a real difference.

To read all the pledges in the Lambeth Promise visit
<http://www.lambeth.gov.uk/lambethpromise>

Our customer service standards

Our service standards help us deliver The Lambeth Promise and set out what our customers can expect from us any time they contact us or use our services.

To find out more about our commitment to customer service, visit
www.lambeth.gov.uk/servicestandards

Lambeth leadership styles

Our leadership styles define our approach to leading and improving the organisation.

They are:

Take responsibility
Name the issue
Step back and reflect
Challenge and innovate
Get connected
Be ambitious for Lambeth

The Council's priorities

We aim to deliver reliable, efficient, high quality public services and provide value for money. We listen to local people and work with them and our partner agencies to improve the quality of life of everyone living and working in the borough.

The six corporate priorities which support the Council's aims are:

- A safer Lambeth with strong communities
- More opportunities for children and young people
- Better housing and flourishing economies
- Respect for the environment
- Developing personalised care services
- Serving our customers well.

Terms and Conditions of Employment

Conditions of Service

Appointments are generally subject to the Joint Negotiating Council for Local Government Services and Greater London Provincial Council as supplemented by the Council's local conditions of service and conditions of Service for School Teachers in England and Wales (the Burgundy Book).

Probation Period

All new employees are required to complete a six-month probationary period (even if you are coming from another local authority). During this period, three formal reviews will be undertaken at two, four and six month intervals. Existing employees moving to other jobs within the Council will be subject to a review period in line with their probationary period. If your probationary period is unsuccessful, your contract may be terminated by giving the appropriate notice.

Induction period – Newly Qualified Teachers

All Newly qualified teachers are required to complete a one year period of induction at the end of which there will be a final assessment by the Headteacher and the appropriate body.

Medical

An offer of appointment will be subject to satisfactory medical clearance.

References

An offer of appointment will be subject to receipt of two satisfactory references. For posts where there is contact with children or vulnerable adults, references must cover the last three years and in the case of fostering and adoption social work posts, all organisations worked in that provide a service to children.

References will be taken up prior to the interview process. If you have just left school or have recently obtained your professional qualification, you may want to give your (head) teacher or tutor's name. For all references please state in what capacity you know the referee, for example if they are your manager, previous line manager or tutor.

If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our ongoing commitment to Safer Recruitment Practices.

Criminal Records Bureau (CRB)

Where a post is subject to CRB clearance, successful candidates will be asked to complete a disclosure application form and provide documents in support of the application.

Disclosure of a criminal record will not necessarily prevent candidates from being employed by the Council.

Candidates should not commence employment with the school until a clear CRB disclosure has been received together with clearance being given by the Headteacher/Chair of Governors and human resources.

Right to live and work in the UK

The Council is licensed as an A-Rated Sponsor under Tier 2 by the UK Border Agency (UKBA). This allows us to issue Certificates of Sponsorship (CoS) to non-EU individuals who have been offered employment with us. A CoS does not guarantee leave to enter or leave to remain in the United Kingdom. The individual must complete an Application for a Grant of Leave Under Tier 2 (General/Intra Company Transfers) in order to be granted leave to enter or remain in the UK.

We are unable to maintain or accommodate an individual during their first, or any subsequent month in the UK, so it is important that you have the required amount in savings (currently £800) to be able to support yourself in the UK, until you receive your first salary.

If you are appointed to a permanent post with the Council, your contract of employment will terminate in line with the expiry date of your visa/leave to remain in the UK. If your visa is extended, your contract will be extended to the renewed end date. We cannot issue a contract of employment that exceeds the end date of your current visa/leave to remain.

Pension

The Council has its own pension fund, which is administered in accordance with the Local Government Pension Scheme (LGPS). The pension contribution rate is based on an employee's whole-time equivalent pensionable pay. Term-time only employees pay a contribution rate based on the full-time equivalent term-time pay.

A person may only join the Local Government Pension Scheme if they have a contract of employment of three months or more duration. If someone has a contract of less than three months and it is extended to three months or more, then the person becomes eligible to join the LGPS and can backdate their entry to the scheme from the first day of employment.

New casual employees will only be able to be scheme members if they have a mutual obligation casual contract for at least three months. This means that they would have to be offered and accept work every day for at least three months.

Employees with more than one job can choose to be in the LGPS for all, some or none of their jobs.

Employees may opt out of the scheme (for any or all of their jobs) at any time by informing the HR Pensions team in writing.

Once you have been a member of the LGPS for more than three months, you will not be entitled to a refund of pension contributions.

An election to transfer previous pension rights must be made within 12 months of joining the LGPS.

Employees cannot join or remain in the LGPS after their 75th birthday.

Teacher's Pensions Scheme

Employees who work full-time or part-time will automatically join the Scheme unless they complete a form to opt out of the Teachers Pensions Scheme.

Politically Restricted Posts

Previously, certain posts, determined by the level of the salary band were 'politically restricted'. This meant that individuals who held them were effectively prevented from having any active political role either in or outside of the workplace. This not only prevented post holders from holding political office, but also restricted them from canvassing or from speaking in public and publishing documents, which might give the impression that they are advocating support for a political party.

There has been a change in the law – the automatic bar based on salary has been removed and from now posts which are politically sensitive, will be covered by the new restrictions. If your post is politically sensitive, this will be stated in the job description.

A politically sensitive post is where the post holder:

- gives advice on a regular basis to the Council, to any committee or sub-committee of the Council or to any joint committee on which the Council is represented; and/or
- speaks on behalf of the Council on a regular basis to journalists or broadcasters.

Employee Benefits

Lambeth offers a variety of benefits as detailed below.

Salary

Lambeth offers a competitive and flexible salary structure. Appointments are made at the minimum point of the scale at which the job is graded. Exceptions may be made where the candidate is currently in receipt of a higher salary, (excluding bonuses or benefits) in their current paid employment and would therefore be disadvantaged if placed on the minimum. In such circumstances the Council will consider matching their current salary providing it does not exceed the grade of the post.

For applicants who are currently unemployed the Council will consider matching their last paid employment.

To qualify for any salary matches, original documentary evidence must be provided to the School or Human Resources for consideration. e.g. a current payslip, (issued in the last 3 months before commencing employment with Lambeth) and/or a P60.

Leave Entitlement

Full-time employees annual leave provision is arranged as follows:

| Local government service | Usual annual leave entitlement | Chief Officer annual leave entitlement |
|---------------------------------------|--------------------------------|--|
| a) up to 5 years' continuous service | 26 days | 30 days |
| b) 5 years or more continuous service | 31 days | 31 days |
| c) 10 years or more | 34 days | 34 days |

This is in addition to the public holidays. NB: the above entitlements may vary where local terms and conditions apply. Annual leave for part-time employees will be pro-rataed accordingly.

Lambeth Maternity & adoption leave

Employees with 12 months or more continuous service at the beginning of the 11th week before the expected week of confinement (EWC) are entitled to 40 weeks paid leave.

(10 weeks' full pay, six weeks' 9/10ths pay, and 24 weeks' half pay). If requested, unpaid leave of up to 12 weeks is also available. There is also provision for paid adoption leave. Statutory maternity provisions may be available to staff with less than 12 months service.

Special Leave

There is provision for additional paid special leave in cases of bereavement or other domestic emergency. All special leave is discretionary, and subject to managerial approval.

Job Sharing

The Council makes provision for job sharing as an alternative to full-time employment. In job sharing, two people may share one job and one salary, allowing greater flexibility for those who want to pursue a career but, for whatever reason, do not wish to work full-time.

Flexible Working Arrangements

The basic working week is 35 hours, except for teachers (unless you are applying for job share or a part time post). In some areas, contractual overtime may also be required. Each school operates flexible working arrangements capable of meeting their individual business needs and supporting a good quality of service delivery.

Employees with responsibility for children of school age or below can vary their working hours if their line manager approves this. This facility is subject to the needs of the service and of employees continuing to complete their full contractual hours of work. All employees with children under the age of five or disabled children under the age of 18 have a statutory right to request, and for the Council/School to give serious consideration to, flexible working arrangements.

Travel benefits

Travel benefits available include:

- essential car user allowance or casual care user allowance, depending on extent of usage
- annual season ticket loan – the Council provides interest-free loans for season tickets for employees to travel to and from work, following the successful completion of the six month probationary period
- bicycle loans and car loans – available to cyclists and essential car users

Travel grants for those who cannot use public transport and who incur extra costs travelling to work because of their disability is available under the government Access to Work Scheme.

Bicycle scheme

This scheme allows you to purchase a bicycle, accessories and safety equipment which are paid upfront by the Council. You then pay monthly amounts direct from your salary over a period of 12 months. The scheme allows you to pay back the loan on your bike, accessories and safety equipment from gross rather than net pay for the 12 month hire period, allowing you to benefit from income tax and National Insurance (NI) relief. Your salary will be reduced according to the value of the bicycle you select. No income tax or NI contributions will be due on these payments, reducing the cost of the bike to you by between 30 to 50 per cent.

Reduced price gym membership

Lambeth has arranged with Council leisure centres, for staff to have access to reduced price membership.

Childcare vouchers

Lambeth works in partnership with Edenred to offer staff help towards their childcare costs (subject to eligibility criteria). The cost of vouchers is deducted from the individual's salary each month. The advantage is that you save the cost of tax and NI on this amount of your income.

Sick Pay

In addition to your entitlement to Statutory Sick Pay (SSP), the Council has an occupational sick pay scheme, which entitles employees to periods of full and half pay depending on their length of service. There is a maximum of six months full pay and six months half pay after five years service.

Sick Pay Entitlement (Teaching Staff Only)

The provisions relating to sickness payments are contained in the Burgundy Book. Entitlement to sick pay is based on aggregated teaching service excluding any breaks in service. Further details can be obtained from the Schools Human Resources section.

Smoking Policy

The Council takes the view that smoking must be actively discouraged in the workplace and does not allow its employees or visitors to smoke in any Council building or outside the main entrance, other than in designated smoking areas.

Dress Code

The Council has a dress code, which covers all staff irrespective of whether or not they are working in direct contact with the public. A copy of the dress code will be made available as part of the induction.

Equalities in employment

The Council's aim is to eliminate harassment, victimisation and bullying. Everyone is to be treated fairly and with respect and is entitled to work in an environment free from harassment, victimisation and bullying.

Wellbeing

Occupational health

The Council is committed to the health and well being of its staff. The Occupational Health Scheme offers a range of services, including: display screen equipment eyesight tests, night worker health assessment, vaccinations and immunisations, health promotion events and health and safety services.

Communications and development

The Council is committed to developing staff and providing learning opportunities. The Council sees training as an essential means of improving service provision, organisational efficiency and career development as well as promoting equal opportunities and positive action. Much of the training provided is designed to enable the organisation and its workforce to respond to rapidly changing circumstances and to maintain and improve the quality of service delivery within the context of the Council's corporate policies. Courses supported by the Council fall into a number of major categories. These opportunities consist of both in-house and external courses, and include training leading to formal qualifications. As a general rule, all applications for development facilities and opportunities will be considered within the context of service and Council priorities.

Employee Appraisal Scheme & Supervision

The Council is committed to making sure that all employees are equipped with the necessary skills, knowledge and expertise to enable them to perform to the best of their abilities. As a result, all employees are appraised twice yearly. A supervision scheme is also in place, which aims to provide support to all members of staff in carrying out their work.

Performance Management for Teachers

For Teachers there is a performance management cycle.

Internal Communications (available where schools have access to the Council's Intranet)

Newsletters, e-bulletins, team meetings, a staff awards scheme, and management team visits and drop-in sessions aim to make sure that staff and managers:

- are informed about key developments across the department and the Council as a whole
- have access to senior managers
- understand fully the aims, objectives and performance of their services and department
- feel supported, appreciated and rewarded
- receive information about national policies and best practice
- have a voice and can offer an opinion on the future direction of the department.

Trade Union Membership

The Council supports the system of collective bargaining and believes in the principle of solving industrial relations issues by discussion and agreement. The Council encourages staff to belong to a recognised trade union.

How to apply

To apply for this job, please send a completed application form plus any other supporting material by the closing date indicated on the covering letter, quoting the reference number. Please ensure that your application fully addresses the appointment criteria set out in the person specification.

CV's will not be considered, unless explicitly requested.

Applications should be sent to the relevant school or Schools Human Resources (see covering letter in pack):

Applications can be e-mailed to the relevant School or Schools Human Resources (see job pack for details) or faxed to the relevant department.

If you fax your application, please follow up with a clean application in the post. This is not necessary for e-mailed applications.

We decide whether or not to interview you for a job from the information you give us on your application form. It is therefore important that you give us clear and relevant information and that you answer all the questions.

If you do not have access to a computer you can still fill in an application form, using the guidance notes below.

Completing your application form

1. Before you start, carefully read the job description, person specification and any other information you have been sent.
2. The job description describes the main duties of the job (what you will be doing), and will give you a good idea whether or not you think you would like to do the role.
3. The person specification tells you the skills, knowledge and experience you need to be able to carry out the job. The person specification will highlight 'essential' criteria, which you must demonstrate as part of your application process.
4. We decide whether or not to interview you for a job from the information you give us on your application form. Therefore, it is vital that you give us clear and relevant information and that you answer all the questions. We cannot make assumptions about your experience, knowledge, skills and/or abilities.
5. You might want to do a rough draft of your answers first so that you can decide exactly what you want to say before you complete the form itself.
6. Remember that experience and skills can be gained in a number of ways, not only through paid employment.
7. Applicants will be assessed on how they meet requirements stated in the person specification. If you are not applying online, please type or write in black ink, as your form will be photocopied.
8. You should return your form to the address given, before the closing date. If you are successful at this stage you will be invited to attend an interview.

Employment History

Start with your present or most recent employer giving the title of your job and the dates you were employed, and then work backwards. You may also want to give details of any community, voluntary, or unpaid work you have undertaken. It is particularly important

that you note any periods of unemployment, so that the Council can consider your full history in making employment decisions.

Education and Qualifications

Please give details of your education history since the age of eleven, including college/university courses and any qualifications obtained. You will be asked to produce copies of relevant certificates confirming your qualifications prior to an offer of employment being confirmed.

Training and Development

Please include in this section any training courses or development activities you have been involved with or attended. These may be courses provided by your employer or events you have participated in outside of work.

The Person Specification

The person specification is provided to help you in writing your application. It details the minimum experience, competencies and qualifications required to do a job. Where there are any physical requirements these are also given.

When using the person specification to prepare your application, you should think about how your own experience and skills match the criteria in the specification. Remember that the Council recognises that experience and skills can be gained in a number of different ways, not only through full-time employment. Voluntary work, vacation work, and running a home can all lead to the development of skills and experience, which may be required for a particular job.

The person specification includes all the Council's requirements for the post. Your application will be assessed to see if it meets these requirements. If it does, you will be called for an interview. The person(s) appointed to the job(s) will be the one judged by the Council as most suitable for the job, following interview and assessment.

You will be selected for interview solely on the basis of your written application, so please make sure you read the job description and person specification carefully.

Personal Statement - Knowledge and Abilities

The personal statement is the most important part of the application form. It gives you the chance to show us why you would be suitable for a particular post, and is the main piece of evidence we use when short listing candidates. It is your opportunity to demonstrate that you have the skills and experience we are looking for.

When filling out this part of the application, it is very important that you read the person specification carefully. You must show how you meet each of the points (criteria) on the person specification by giving examples. Do keep answers concise though – aim to write a paragraph for each competency/selection criteria, and no more than two. Do mention any professional qualifications and knowledge of any relevant legislation and software. Voluntary and unpaid work can be used in addition to more formal experience.

The Rehabilitation of Offenders Act (1974) - Criminal Convictions

This Act recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives and therefore it prohibits discrimination in employment within defined limits. Some posts are exempt from the Act and these include those involving work with children, the elderly, with

persons suffering from serious illness, with people with disabilities and for certain professions where the highest integrity is expected including employment in finance, legal, medical and security services.

Posts exempt from the Act

The post you are applying for is 'exempt' under the Act. You are required to provide details of **all** current (unspent) and 'spent' convictions or pending cases, cautions bind-over orders, reprimands and final warnings including dates and sentences, on a separate piece of paper and enclose it in a separate envelope marked with the job reference, with your application form. You are also required to complete the declaration on the application form.

For those posts exempt from the Act which also involve substantial unsupervised access to children and vulnerable clients, the Council, under arrangements introduced for the protection of children and other vulnerable clients, will check with the CRB Disclosure Service for existence and content of any criminal record of the successful applicant. Information received from the police will be kept strictly confidential and will not debar you from appointment unless it is considered that the conviction renders you unsuitable for work with children, young people or any vulnerable clients, or it relates to any other offence which is deemed to make employment unsuitable. In making this decision the Council will consider the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant, including appropriate considerations in relation to the Council's Equal Opportunity Employment Policy. In such circumstances each applicant will receive written reasons.

Unspent convictions may be convictions for which the rehabilitation period has not been completed or convictions, which are exempt from the Act (i.e. never unspent).

Further information is available from the relevant manager or Human Resources Officer (see the covering letter to the recruitment pack).

Please note:

- Any information given will be kept confidential and will only be considered in relation to the job applied for.
- Failure to disclose cautions, convictions or charges pending court during the recruitment process will result in the withdrawal of a job offer. If undisclosed cautions, convictions or charges pending are discovered after employment commences, disciplinary action/dismissal could ensue.
- It is the responsibility of the applicant to check with the appropriate authorities if s/he is unsure if any convictions are exempt or not exempt or excluded from the Act.

References

You should provide details of two employment referees covering the last three years, one of whom should be your current or most recent employer. Please indicate if you do not wish them to be approached without your permission. **Friends or relatives must not be used as referees.**

References will be taken up prior to the interview process. If you have just left school or have recently obtained your professional qualification, you may want to give your (head) teacher or tutor's name. For all references please state in what capacity you know the referee, for example if they are your manager, previous line manager or tutor.

If you have not been employed before, please give details of teachers/lecturers who know you well enough to comment on your ability to do the job. Friends or relatives must not be used. Full employment histories may be verified as part of our vetting procedures in our ongoing commitment to Safer Recruitment Practices.

Equal Opportunities Monitoring

Lambeth Council has an Equal Opportunities Employment Policy and we are committed to ensuring that within our recruitment practices, all sections of the community have equal access to the recruitment process. In order that we can check that our Policy is working we monitor our recruitment and employment information. We would appreciate it therefore if you would complete the monitoring form attached to the application form, so that we can keep trace of how effective we have been at attracting and recruiting applicants from all sections of the community.

All information is confidential and will be treated separately from your application. It will be used for statistical purposes and workforce records only. Your co-operation in providing the information assists us in this process.

Guaranteed Interview Scheme for Applicants with Disabilities

Lambeth Council is committed to the employment and career development of disabled people. To demonstrate our commitment we use the Disability Symbol which is awarded by Job Centre Plus. This means we guarantee an interview to any disabled candidate whose application meets the minimum essential criteria for the post.

If you are applying under the Guaranteed Interview Scheme, you will need to give evidence or examples of your proven experience in the areas marked with 'two ticks' on the person specification when you complete the application form.

What do we mean by disability?

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.

Recruitment and Selection Checks

Lambeth is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share this commitment.

Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with our service users.

It is expected that candidates should be aware and understand their duties and responsibilities in relation to child protection and safeguarding children, young people and vulnerable adults as it applies to the duties and responsibilities of the post applied for. All Council employees must ensure their line manager is made aware and kept fully informed of any concerns they may have in relation to safeguarding/protecting vulnerable groups.

Please note that casual and temporary staff and volunteers are subject to the same checks as those made for permanent positions. These checks include:

Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996.

Original documents relating to all the qualifications you have listed on your application form must be supplied.

Your employment history will be thoroughly examined and clarification will be sought where there are gaps and other discrepancies arising from information provided either, by you as the candidate or, your referee.

References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up and for some posts; these references will be requested before the interview. The identity of all referees and information relating to disclosures will be verified.

All shortlisted candidates are required to provide details of any relevant unspent convictions. However, under the "Rehabilitation of Offenders Exemption Order" all "Spent" convictions must be disclosed for certain posts. Further guidance will be provided as appropriate.

For posts working with children, young people or vulnerable adults, a Criminal Records Board (CRB) check will be requested. This check will be cross referenced against the ISA 'Children's list' and 'Vulnerable Adult's List'. These lists contain details of people deemed unsuitable to work with children or vulnerable adults.

Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Please refer to the CRB Policy which is available from the school office or Schools Human Resources Section.

Applicants will be challenged where inconsistencies exist. Please be aware that confirmation of start date for an appointment will only be made after receipt and verification of satisfactory checks.

For further information about 'Safeguarding' visit:

www.lambethscb.org.uk

www.homeoffice.gov.uk/crb

www.isa-gov.org.uk

Interview Arrangements and Appointments

The Recruitment Process

Your application will be reviewed by the interviewing panel and considered for short listing. It is likely interviews and testing will take place within four weeks of the closing date. Due to the large number of applications we receive and in the interest of economy, we will only contact applicants who are short-listed.

If you are short-listed, you will be notified by email or letter and given a minimum of five working days notice of testing and interview dates. You will be advised of the specific type of testing and may receive test samples for you to complete at your convenience. On some occasions invitation to an interview may be via a telephone discussion.

If you have a disability or have any other requirements you wish us to consider, please notify the recruitment consultant upon receipt of your invite.

Interview Expenses

If you are invited for an interview and travel from outside of London, the Council will reimburse the expenses that may incur by paying 2nd class rail fare if appropriate. Relevant receipts must be produced along with the claim form, which is available from the Schools Human Resources Section or School.

Medical

Any offer of appointment will be subject to a satisfactory medical assessment.

Commitments

If you have any commitments with your present employer e.g., training, housing, car or season ticket loan, please raise these matters at the interview.

Notice

If successful in your application you should **not** terminate your present employment, until a suitable start date has been confirmed with the School or Schools Human Resources.

Evidence of Written Qualifications

If you are successful in your application to a post requiring qualifications, you will need to bring evidence of these qualifications when you report for work on your first day.

Induction

The introductory process, known as induction, is very important to both Lambeth and the new employee. It is the final stage in the recruitment procedure through which a new employee is introduced to the culture, ethos and objectives of the organisation as well as the job, its context, and new work colleagues.

Declaration of Interests

The Council expects honesty and integrity from its employees. We require employees to disclose external interests and/or to withdraw from activities, which could conflict with the Council's interests or undermine public confidence. This includes a requirement that all employees must declare membership of secret society organisations. Employees are therefore required to complete a declaration form prior to joining the organisation. Management will then be able to assess any potential conflict of interest and take

appropriate action by delegating responsibility for the work or a particular project to another employee. This will be done in consultation with the employee concerned.

In making such a declaration, the Council wishes to assure employees that they will not be discriminated against (at the point of selection or after appointment). However, it must be pointed out that failure to declare membership of such organisations may render an employee liable to disciplinary action.

Debt to the Authority

It is a disciplinary offence to have unauthorised debt to the Council (e.g. rent/service charge arrears; Council tax arrears). Applicants must declare if they have any debts to the authority prior to taking up their appointment. The Council reserves the right not to appoint applicants who have debts to the Council and who have not made arrangements to repay these debts.

The Asylum and Immigration Act 1996

This Act requires employers to take reasonable measures to ensure that employees demonstrate current and valid permission to work in the UK. All employees will therefore be asked to produce original documentation, which verifies their employment status and meets the requirements of the Act. Further information will be provided on appointment.

Equal Opportunity Employment

1. Statement of policy

1.1 The Council accepts that in society, groups or individuals may have been disadvantaged in the past and, as a result, as a major employer in a multi-racial area, is committed to taking positive steps to redress the balance. The Council, therefore, commits itself to the task of establishing and developing an equal opportunity employment policy for members of disadvantaged groups. The Council believes it is essential to eliminate discrimination and to promote good relations and equality of opportunity. In addition to its moral responsibility, the Council accepts the statutory requirements laid down in the Race Relations Act (particularly Section 71), the Sex Discrimination Act, and the Disability Discrimination Act 1995. It will also ensure that all individuals connected with the provision of services by the Council will not hinder this policy. The Council will ensure this by making known its commitment to equal opportunity.

1.2 The purpose of this document is to clarify the Council's commitment to preventing discrimination and stimulating equal opportunity. Although this document concentrates on equal opportunity in employment, the Council is fully committed to the broader principles of social justice and the active promotion of equal opportunity in the provision of all its services to the community. This statement outlines the main disadvantaged groups towards whom the policy will be directed. Specific initiatives and codes of practice will be subsequently developed to put the policy into effect.

1.3 The Council, as a major employer in the area, recognises the need for an equal opportunity policy. The policy concerns all matters related to employment affecting individuals and groups whether they are actual or potential employees. The active promotion of this policy is specifically directed at members of disadvantaged groups. Disadvantaged groups can be identified according to race, colour, creed, ethnic or national origin, disabilities, age, sex, sexual orientation, marital status or class. The Council is convinced that it is morally wrong to hinder equality of opportunity on such grounds and further, recognises that passive policies will not in themselves provide equality of opportunity. Consequently the Council will actively promote equality of opportunity within the following framework.

Additional Information

For further information on current vacancies please access our Lambeth website: www.lambeth.gov.uk