

February 2012

Dear Applicant

Re: Deputy Head of Maths

Thank you for requesting further information about the above post. With our school converting to academy status and a good Ofsted inspection last June, this is an exciting time to join Harrow High School and a real opportunity to make a difference.

We are seeking to appoint staff with the professional characteristics to drive us forward in our pursuit of excellence. If you think you might be that person, I encourage you to visit our website or make an appointment to visit us so that you can experience our unique ethos first hand and talk to our learners. To arrange a visit please contact our School Business Manager, Ruth Dennison on her direct line on 0208 861 7330.

Please download a job description, person specification and application form. The closing date for applications is noon 15<sup>th</sup> February and interviews are scheduled for 22<sup>nd</sup> February when short-listed candidates will be contacted regarding the interview day and references sought. Full details will be given to all short-listed candidates. However, if you have not heard from the school by 20<sup>th</sup> February, please assume you have been unsuccessful on this occasion.

All potential employees are required to provide evidence of their entitlement to work in the UK. To confirm your entitlement to work within the UK you will be required to bring with you to an interview one of the following original documents:

- Your passport showing that you are a British citizen or a citizen of the UK and Colonies with a right of abode in the UK.
- Your passport or national identity card showing that you are a national of the European Economic Area (EEA) or Switzerland.
- Your residence permit, registration certificate or document certifying or indicating your permanent residence issued by the Home Office on the basis that you are a national of an EEA country or Switzerland.
- Your permanent residence card issued by the Home Office if you are a family member of a national of an EEA country or Switzerland.
- Your Biometric Immigration Document issued by the Home Office indicating that you allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
- Your passport or travel document endorsed to show that you are exempt from immigration control, allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no time limit on your stay in the UK.



If you do not have one of the above documents we can accept one of the documents from the list below provided that it is produced in combination with an official document issued by a government agency or a previous employer giving your name and permanent national insurance number:

- Your immigration status document issued by the Home Office with an endorsement indicating that you are allowed to stay indefinitely in the UK or have no time limit on your stay in the UK.
- Your full birth certificate issued in the UK stating the name(s) of at least one of your parents.
- Your full adoption certificate issued in the UK stating the name(s) of at least one of your adoptive parents.
- Your birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- Your adoption certificate issued in the Channel Islands, the Isle of Man or Ireland.
- Your certificate of registration or naturalisation as a British citizen.
- A letter issued to you by the Home Office indicating that you are allowed to stay indefinitely in the UK.

If you do not have the above documents we will accept one of the documents from the list below. However, please note that we will be required from time to time and at least once every 12 months, request that you provide us with more recent information and a failure to do so may result in your employment being terminated:

- Your passport or travel document endorsed to show that you are allowed to stay in the UK and do the type of work in question, provided that it does not require the issue of a work permit.
- Your Biometric Immigration Document issued by the Home Office that indicates that you can stay in the UK and are allowed to do the work in question.
- Your work permit or other approval to take employment issued by the Home Office.
- Your residence card or document issued by the Home Office if you are a family member of a national of an EEA country or Switzerland.
- Your certificate of application issued by the Home Office if you are a family member of a national of an EEA country or Switzerland stating that you are permitted to take employment that is less than six months old or your Application Registration Card issued by the Home Office stating that you are permitted to take employment. However, these documents must be produced in combination with evidence of verification by the Home Office Employer Checking Service.
- Your Immigration Status Document issued by the Home Office with an endorsement indicating that you can stay in the UK, and are allowed to do the type of work in question or a letter issued to you by the Home Office or your employer or prospective employer.

However, these documents must be produced in combination with an official document giving your permanent national insurance number and his/her name issued by a government agency or a previous employer.

The Asylum and Immigration Act 1996 (Section 8) makes it illegal to appoint anyone who does not have the right to work in the United Kingdom. Please bring proof of this to your interview. Proof can include a payslip from a previous employer showing your National Insurance number, P45, P60, a birth certificate or work permit. A copy of this proof will be retained. Teaching staff should bring a copy of their qualifications.

I look forward to receiving your application,

Yours sincerely

Paul Gamble  
Headteacher