



Maidstone  
Grammar  
School

## Information pack for candidates – Assistant Head





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## Letter from the Headmaster



I would like to thank you for your interest in the assistant head positions at Maidstone Grammar School. Maidstone Grammar School is a thriving school that performs well academically and at the same time ensures that all students and staff feel part of a close-knit community that is proud of its well-established traditions and history. The School has been judged by Ofsted as Outstanding in both the 2008 and 2013 inspections. It has been an honour and privilege being the Headmaster for the last six years, and since joining have established a clear vision and direction for the School which can be summarised in four key areas: a centre for academic excellence, a community, a place to feel safe and supported and a school at the heart of a wider community.

In the summer of 2018, A level results were very good achieving 55% A\*-B and nearly 80% A\*-C. 40% of university applicants achieved a place at a Russell Group/Oxbridge university and just under 60% achieved a place at one of the top 30 universities in the country. At GCSE 37% of all grades were levels 9 to 7 or A\*/A and 98% were 9 to 4 or A\*-C including Maths and English, with the majority of our students successfully achieving a place in our sixth form.

In addition to aspiring to academic excellence, Maidstone Grammar School also champions the development of service and leadership amongst its students. We desire that all students learn to make a difference in the world with their considerable skills and talents. The extracurricular opportunities at the school are many and varied and we would expect the successful candidate to add to, or support these. Maidstone Grammar School has embarked on an exciting development; we are expanding the School taking additional students over the next five years. To support this expansion we are currently completing a three-year, four-phase building project and recently launched our new vertical house structure establishing smaller communities within the much larger MGS community.

Currently the SLT consists of me, two deputy heads, two assistant heads, the Bursar and my PA. These vacancies arise due to the recent promotion of one of the current assistant heads and the expansion of the SLT to three assistant heads from September 2019. We are therefore seeking to appoint two assistant heads: one in charge of the Sixth Form, and one in charge of Teaching and Learning.

The School is divided into four vertical houses, each house being led by a head of house who oversees the development of students from years 7 to 13. Each of the three assistant heads from next year will have horizontal responsibility for a key stage working with the two deputy heads and the four heads of house, having strategic oversight of the academic progress and pastoral welfare of the students.

For the assistant head in charge of the sixth form we are particularly seeking candidates who have both pastoral and sixth form leadership experience and who have had substantial impact at a whole school level. This position will also include responsibility to work as one of the deputy designated safeguarding leads. For the assistant head in charge of teaching and learning we are looking for someone who has made a significant difference in the quality of learning and the academic progress of students at both departmental and whole school level.

The successful candidates should also have an exemplary record as a leader, be a team player and be held in the highest regard at their current school. It goes without saying that candidates should be excellent classroom practitioners with an academic profile which befits a grammar school. It is likely candidates will be aspiring to achieve a deputy head position in due course.

In terms of experience, it is important that candidates have managed both the performance of fellow teachers and support staff as well as contributed to successfully planned and implemented change. As a person specification I am looking for someone with integrity, commitment and ambition, but most of all credibility.

**If you wish to apply for one of these positions, please complete the application form provided, together with a letter of application which should be no longer than one side of A4, stating which position you are applying for. In your letter you should outline any relevant experience to date, your thoughts and values relating to the position you are applying for, what impact you have had, and will have, at MGS, and what personally attracts you to this school.** Please return your application by the closing date of midday on Thursday 24 January 2019. Interviews will be held during the week beginning 4 February 2019.

M. Tomkins

**Headmaster**

## Job Description

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**Job Title:** Assistant Head (Head of Sixth Form) L12-16

**Reporting to:** The Headmaster

### Core purpose of the Job

The purpose of this post is to be responsible for the implementation of the vision, policy and culture of the sixth form at MGS. It is also to be accountable for the maintenance of high academic standards, inspiring students to fully achieve their potential, ensuring that students follow a holistic education (academic, sport, service and co-curriculum) that will engender a commitment to the school community, making MGS students exceptional candidates for university and future employment.

### The post holder will

- Report to the Headmaster.
- Be a member of the Leadership Group and be required to carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Provide professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all pupils.
- Be responsible for the oversight and management of students' individual achievements and their pastoral welfare in Years 12 & 13.
- Be committed to professional self-development in order to carry out the job successfully.
- Be the Deputy Designated Safeguarding Lead and support the Deputy Head (Pastoral) in safeguarding matters across the school.

### Leadership and Management

- To be a member of the Senior Leadership Team.
- To act as a line manager to a core group of Heads of Department.
- To act as a performance appraisal team leader.
- To implement the strategic direction of the sixth form through appropriate policies and procedure.
- To provide leadership and management to the four Heads of House in all sixth form matters.
- To have strategic oversight of careers, education, information, advice and guidance within the school supporting students' aspirations and opportunities.
- To work closely with other SLT members to monitor achievement and progress of all sixth form students.
- To take responsibility for the oversight of elements of the School Development Plan and School Evaluation Form.
- To work closely with the Deputy Head that has oversight of the co-curriculum programme to ensure an appropriate enrichment and CAS programme is provided for sixth form students.
- To oversee the construction of all school policies relevant to the role.
- To attend governing body meetings when required.
- To have strategic and managerial oversight of the entire UCAS process.

### Teaching and Learning

- To work with other SLT members to ensure coordination of academic and pastoral support through the Heads of House.
- To advise the Deputy Head (Academic) on sixth form academic policy and procedures and the provision of an appropriate curriculum.
- To liaise with the Head of PSHCE to ensure an effective sixth form PSHCE Programme.

- To have oversight of all sixth form events including Information and UCAS Evenings, Post 16 Open Day and Evening and parents' evenings.
- To coordinate a coherent sixth form enrichment programme which draws on and adds to the range of existing lectures and events.
- To co-ordinate the academic welfare and pastoral care of students, maintaining an overview of the progress, reports, exam entry and mentoring of all students, ensuring appropriate information, advice and guidance is provided.

### **Pastoral Care and Student Progress**

- To oversee the admission and induction process into the sixth form.
- To use data effectively to track all students within the sixth form.
- To oversee the further development of the sixth form leadership programme.
- To have strategic oversight and management of the Prefect system.
- To ensure standards of discipline and expectations of sixth form students regarding dress and conduct.
- To enforce disciplinary standards in the sixth form and develop students' understanding of the values and expectations with regards behaviour.
- To advise the Deputy Head (Pastoral) on matters related to serious discipline and suspension in the sixth form.
- To coordinate the transition from Year 11 to Year 12 including the Sixth Form Induction Day.
- To oversee strategies for maintaining high rates of attendance and high standards of punctuality.

### **Resources**

- To manage the sixth form budget and resources.
- To contribute to future sixth form dedicated facilities.
- To liaise with the Old Maidstonian Society where appropriate.
- To oversee, manage and maintain a presence at all sixth form events.
- To support and lead (where appropriate) assemblies, arrange staff duty cover at social events.
- To liaise with other SLT members in the production of the sixth form prospectus, sixth form handbook and the UCAS handbook.
- To liaise with students to oversee the production of the leavers' year book and support them in arranging leavers' day, the sixth form prom and the leavers' hoodies.

### **Whole School Responsibilities**

- As part of the Leadership Group, take shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School by working cooperatively with the Headmaster and senior colleagues to ensure high quality teaching and learning, the maintenance of the values of the school and in moving the school forward successfully.
- To participate actively in all major school events and functions (including in the evenings).
- To share the responsibility for providing reasonable senior leadership cover during school holidays.
- To take an active part in the assembly programme of the school.
- To undertake other senior leadership duties about the school.

## Job Description

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**Job Title:** Assistant Head (Teaching and Learning) L12-16

**Reporting to:** The Headmaster

### Core purpose of the Job

The purpose of this post is to be responsible for developing and implementing the vision, policy and culture of teaching and learning at MGS. Having recently appointed a new Deputy Head in charge of the Curriculum (September 2017) and launching the new School Vision (September 2018), MGS has placed an increased impetus on the academic culture of the school and creating a learning environment that inspires all stakeholders. We are looking for someone to help MGS continue on this exciting journey, but also take ownership of our 'Inspire to Learn' strategy and make it their own.

### The post holder will

- Report to the Headmaster.
- Be a member of the Leadership Group and be required to carry out the professional duties as set out in the current Teachers Pay and Conditions document issued under the Teachers Pay and Conditions Act 1991.
- Provide professional leadership and management within the school in order to secure high quality teaching, effective use of resources and improved standards of learning and achievement by all pupils.
- Be committed to professional self-development in order to carry out the job successfully.

### Leadership and Management

- To be a member of the Senior Leadership Team.
- To act as a line manager to a core group of Heads of Department.
- To act as a performance appraisal team leader.
- To help set the vision for the highest standards of teaching and learning across the school, and to support the Deputy Head (Curriculum) in the implementation of this vision.
- To lead the teaching and learning strand of our CPD programme.
- To develop and implement curriculum and academic policies relating to teaching and learning.
- To keep abreast of current research, trends and issues relevant to teaching and learning, and to communicate these to all staff.
- To support Heads of Department in the implementation of their teaching and learning strategies.
- To lead MGS' team of Lead Teachers in supporting colleagues in the development of their own teaching and learning.
- To be responsible for the oversight and management of students' individual achievements and their pastoral welfare in Years 7 and 8.
- To work with other SLT members to ensure coordination of the support in place for all departments.
- To advise the Deputy Head (Curriculum) on teaching and learning policy and procedures and the provision of an appropriate curriculum.
- To lead and manage the annual Extended Learning Week for Years 7-9.
- To take responsibility for the oversight of elements of the School Development Plan and School Evaluation Form.
- To oversee the construction of all school policies relevant to the role.
- To attend governing body meetings when required.

## **Pastoral Care and Student Progress**

- To use data effectively to track all students within Years 7 and 8.
- To ensure standards of discipline and expectations of Year 7 and 8 students.
- To enforce disciplinary standards in Years 7 and 8 and develop students' understanding of the values and expectations with regards behaviour.
- To advise the Deputy Head (Pastoral) on matters related to serious discipline and suspension in Years 7 and 8.
- To coordinate the transition from Year 6 to Year 7 including the induction process.

## **Resources**

- To manage the teaching and learning strand of the CPD budget.
- To oversee, manage and maintain a presence at all Key Stage 3 events.
- To support and lead (where appropriate) assemblies.

## **Whole School Responsibilities**

- As part of the Leadership Group, take shared responsibility for providing vision, strategic direction and leadership for Maidstone Grammar School by working cooperatively with the Headmaster and senior colleagues to ensure high quality teaching and learning, the maintenance of the values of the school and in moving the school forward successfully.
- To participate actively in all major school events and functions (including in the evenings).
- To share the responsibility for providing reasonable senior leadership cover during school holidays.
- To take an active part in the assembly programme of the school.
- To undertake other senior leadership duties about the school.

## MGS475 VISION



### **MGS is a centre for academic excellence**

- MGS prides itself on being aspirational and achieving academic excellence.
- A vibrant, enriching and expansive curriculum at all levels that meets the needs of all students and facilitates curiosity.
- A challenging classroom environment that inspires students to learn independently.
- More rigorous assessment and intervention to support continual progress.
- The use of staff and students' electronic devices will be ingrained in the School and integral to both working and learning
- An aspirations programme that is stretching even the ablest of students.
- All students able to access the sixth form.
- All students progressing to their destination of choice when leaving MGS.
- Well-qualified and enthusiastic staff who are keen to learn and develop.
- A purposeful, engaging staff development programme.
- An excellent initial teacher-training programme that supports and encourages staff recruitment.

### **MGS is a community**

- All members of the MGS community are proud to be Maidstonians.
- All stakeholders' aspirations are high.
- Positive relationships amongst all community members.
- An extra-curricular programme that promotes engagement, happiness and well-being.
- Challenge@MGS is thriving within the school, promoting and encouraging students to get involved with the wider life of the School.
- A house competition structure promoting healthy and lively competition amongst the four houses.
- Expansion of the School to take a seventh form of entry has run its course through all years
- New buildings and facilities from the 2016-17 Basic Needs Funding will be completed and being used.
- The MGS Building Plan 475 is on course to be achieved.
- A larger staff body that has high professional standards with a strong sense of community.

### **MGS is a place to feel safe and supported**

- The four houses are well established and have become four homes.
- School to feel like a caring and welcoming second home.
- A larger pastoral team supporting every student in a growing School, whatever their needs.
- Fully compliant safeguarding procedures ensure support for all our students
- Much improved relationships across year groups.

### **MGS is part of the wider community**

- A well-developed and accessible outreach programme, involving students, staff and parents of the School, supports our community partners to achieve improved relationships and influence in the wider community.
- The Parents' Association, Old Maidstonian Society and Development Fund are part of our extended family and make a positive impact on the lives of students, parents and alumni, and help support the School's building and refurbishment projects.
- A well-established online and virtual MGS community.
- Regular opportunities for community partners to visit the School.

## School Priorities 2018-19



### **MGS is a centre for academic excellence:**

- 1a To raise the profile of academic excellence across the school.
- 1b To introduce Pre-U GPR into the 6<sup>th</sup> form curriculum.
- 1c To embed the '4 Pathways' into the 6<sup>th</sup> form curriculum.
- 1d To restructure the CPD programme with a strong emphasis on teaching and learning.
- 1e To integrate the role of Lead Teacher within the school.
- 1f To achieve 50% 7-9 at GCSE, a Progress 8 measure of +0.2, 60% A\*-B at A level and a KS5 VA measure of 0.
- 1g To aspire to achieve 100% of Year 11 being able to access the MGS 6<sup>th</sup> form.
- 1h To further utilise ALPs and ALPs Connect in supporting the tracking of students' progress.
- 1i To introduce a programme of continuous and effective assessment across the school.
- 1j To further promote the Year 7-10 homework timetable.
- 1k To embed the cycle of department reviews, learning walks and work scrutinies in school.
- 1l To further expand our Initial Teacher Training Programme.
- 1m To introduce the concept of a Super Curriculum in the school which challenges the most able.
- 1n To introduce a Learning to Learn programme in Year 7.

### **MGS is a Community:**

- 2a To fully utilise the new Pavilion and Science and Computing building into the workings of the school.
- 2b To complete Phase 4 of the building plan: the AWP.
- 2c To continue to adjust the workings of the school to accommodate the additional form of entry.
- 2d To develop the legacy space left from the new buildings: (a) library (b) PE office.
- 2e To revise the staff induction programme.
- 2f To continue to expand the House Competition structure in the school, building on the successes from 2017-18.
- 2g To further develop the Challenge@ initiative in the school ensuring that more students are engaged in the wider life of the school.
- 2h To review and audit the extra-curricular programme in the school in order to improve student and staff engagement.
- 2i To monitor staff recruitment and retention, and staff appreciation.

### **MGS is a place to feel safe and supported:**

- 3a To continue to embed the new House structure in the school.
- 3b To embed the restructured SSD into the workings of the school.
- 3c To embed the updated Behaviour Policy into the school.
- 3d To ensure safe compliance with the new Data Protection Regulations.

### **MGS is a part of the wider community:**

- 4a To utilise the MGS Facebook page much more and review the current procedures for communicating news and success stories with the MGS community.
- 4b To develop the concept of the 'MGS Family'



Barton Road  
Maidstone, Kent, ME15 7BT  
Tel: 01622 752101  
Fax: 01622 753680  
Email: [school@mgs.kent.sch](mailto:school@mgs.kent.sch)  
Website: [mgs.kent.sch.uk](http://mgs.kent.sch.uk)

## HOW TO FIND MAIDSTONE GRAMMAR SCHOOL

### DIRECTIONS FROM THE M25/M26 AND M20

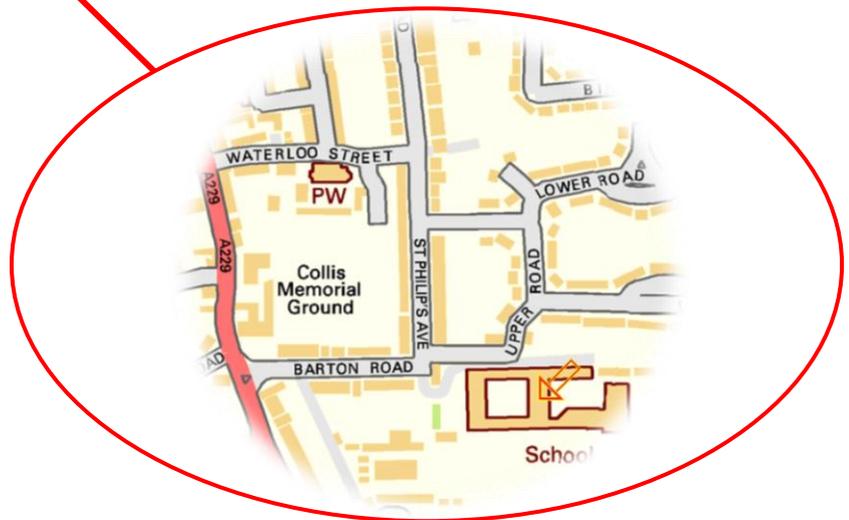
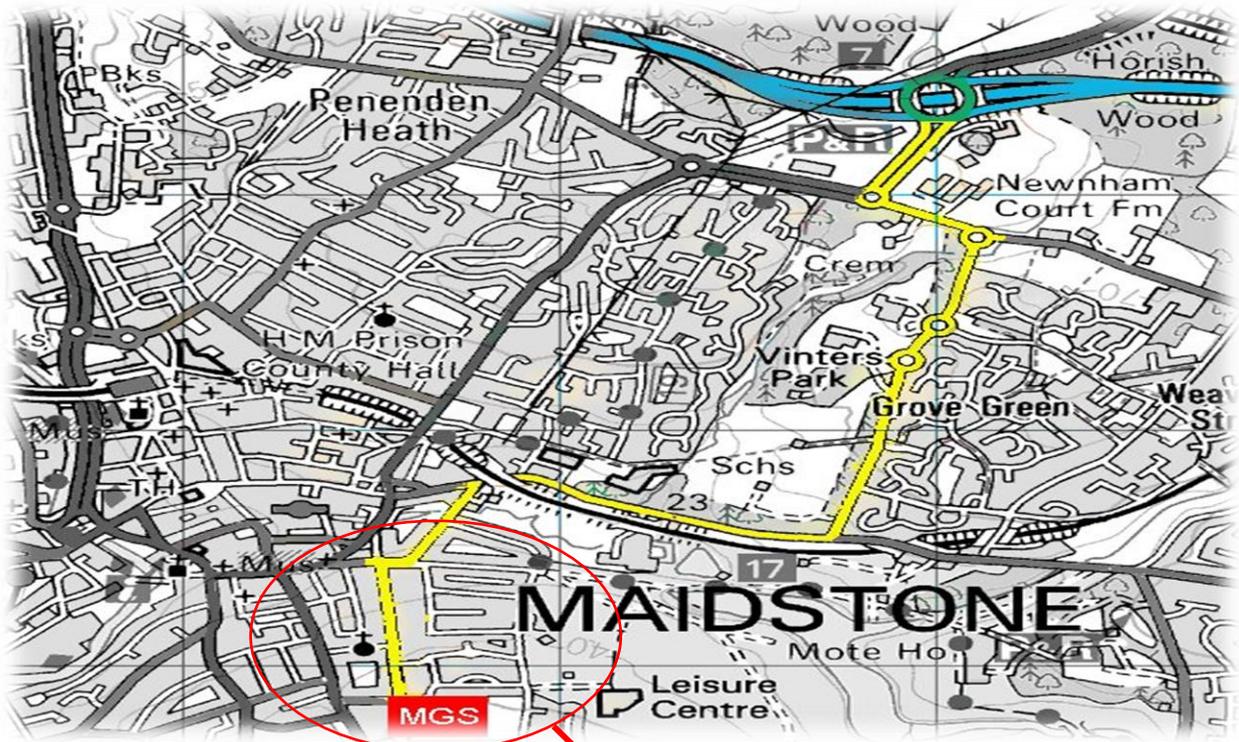
Stay on the M20 until Junction 7. The map (below) shows you how to find us from Junction 7 of the M20, but here are some directions:-

1. As you leave the M20 take the slip road to the roundabout and take the 3<sup>rd</sup> exit.
2. At the second roundabout (Notcutts Garden Centre is on your left), turn left.
3. At the next roundabout, turn right, this is New Cut Road.
4. Go straight across the 2 mini roundabouts until you come to the Ashford Road traffic lights (T junction) and as far as you can go.
5. Turn right. You will then go along the Ashford Road until you come to a railway bridge across the road.
6. Turn left at these lights down Square Hill Road and follow it to the roundabout at the end.
7. At the roundabout turn right (second exit). A short distance along is a set of pedestrian lights, go past the lights and take the next left into Hastings Road and continue up this road until you come to the sharp right hand bend at the top.
8. Maidstone Grammar School's gates are directly in front of you on the bend, drive in and turn left into the car park.

Total distance from M20 to MGS is about 10 to 15 minutes.

Directions from Google Earth can be found [HERE](#)

Map:



## **LIST OF DOCUMENTS REQUIRED RELATING TO YOUR EDUCATION/TRAINING & RIGHT TO WORK IN THE UK**



**Maidstone  
Grammar  
School**

### **Teaching staff**

Please ensure you bring with you the following original certificates if relevant:

- Degree certificate
- PGCE certificate
- QTS certificate
- Induction certificate
- Valid Passport

### **NQT's will also need to provide:**

- Evidence that you passed the literacy test
- Evidence that you passed the numeracy test

### **Support Staff**

Please ensure you bring with you:

- Valid Passport
- Original certificates which you have stated on your application form

## Privacy notice for staff

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.



This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Maidstone Grammar School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is the SPS Data Protection Officer SPS DPO Services

Email – [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)

## The personal data we hold

We process data relating to those we employ, or otherwise engage, to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name
- Contact details
- Date of birth, marital status and gender
- Next of kin and emergency contact numbers
- Salary, annual leave, pension and benefits information
- Bank account details, payroll records, National Insurance number and tax status information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Safeguarding information, DBS number, Disqualification by Association information
- Performance information
- Outcomes of any disciplinary and/or grievance procedures
- Absence data
- Copy of driving license and car registration
- Photographs
- CCTV images

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation
- Health, including any medical conditions, sickness records and disability status

## Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid including necessary deductions
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Improve the management of workforce data across the sector
- Support the work of the School Teachers' Review Body
- To report to the DFE

## **Our legal basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

## **Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

Staff records are stored securely in paper files and on the school's secure server.

We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the [Information and Records Management Society's toolkit for schools](#), available on request from the school office.

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with the General Data Protection Regulation, otherwise known as the GDPR) we may share personal information about you with:

- Our local authority, to meet legal obligation
- The Department for Education, to meet legal obligation
- Your family or representatives with written consent, to protect your vital interests
- Educators and examining bodies, to fulfill a contract
- Our regulator, ESFA, to meet legal obligation
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as payroll
- Our auditors, to meet legal obligation
- Health authorities, to fulfill a contract
- Health and social welfare organisations, to meet legal obligation such as Riddor reporting
- Professional advisers and consultants, to fulfill a contract
- Police forces, courts, tribunals, to meet legal obligation
- Ofsted, to meet legal obligation

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with the GDPR.

## **Your rights**

### **How to access personal information we hold about you**

Individuals have a right to make a ‘**subject access request**’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
  
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please apply in writing, citing your reasons to the Headmaster.

## **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Headteacher.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Heather Cook in the first instance or in her absence Denise Friend who are lead controllers in the school.

- [Heather.cook@mgs-kent.org.uk](mailto:Heather.cook@mgs-kent.org.uk)
- Data Protection Officer - SPS DPO Services
- Email – [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)

*This notice is based on the [Department for Education’s model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.*

## DISCLOSURE AND BARRING (DBS) CHECKS – RELEVANT DOCUMENTS AND ROUTES



The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity. The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

### Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

### Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

### Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted

## Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

## Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional) All driving licences must be valid.	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

## Group 2b: Financial and social history documents

Document	Notes	Issue date & validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

## LIST OF ACCEPTABLE DOCUMENTS TO PROVE ELIGIBILITY TO WORK IN THE UK



Maidstone  
Grammar  
School

As an employer, Maidstone Grammar School have a responsibility to prevent illegal migrant working in the UK. We carry out all necessary checks to ensure that our recruitment practices comply with the requirements set out in Sections 15–25 of the Immigration, Asylum and Nationality Act 2006. You, as a prospective employee, are required to provide us with documents that prove your eligibility to work in the UK.

You must provide evidence of your right to work in the UK if invited for interview or assessment. Any one of the documents included in List A or List B will provide defence if checked and copied:

### List A – Acceptable Documents which show an ongoing right to work

1. 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.
2. 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 country or Switzerland.
3. A registration certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
4. A permanent residence card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
5. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the person named is allowed to stay indefinitely in the United Kingdom, or has no time limit on their stay in the United Kingdom.
6. A **current** passport 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.
7. A **current** Immigration Status Document issued by the Home Office 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, **together with** an official document giving the person's National Insurance Number and their name issued by a Government agency or a previous employer.
8. A **full** birth or adoption certificate issued in the United Kingdom which includes the name(s) of at least one of the holder's parents or adoptive parents, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.
9. A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

10. A certificate of registration or naturalisation as a British citizen, **together with** an official document giving the person's permanent National Insurance Number and their name issued by a Government agency or a previous employer.

### **List B – Documents which show a right to work for a limited period of time**

#### Group 1 – Documents where a time-limited statutory excuse lasts until the expiry date of leave

1. A **current** passport endorsed to show that the holder is allowed to stay in the United Kingdom and is currently allowed to do the type of work in question.
2. A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the United Kingdom and is allowed to do the work in question.
3. A **current** Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.
4. A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, **together with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer

#### Group 2 – Documents where a time-limited statutory excuse lasts for six months

1. A certificate of Application issued by the Home Office under regulation 17(3) or 18A(2) of the Immigration (European Economic Area) Regulations 2006 to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is **less than six months old together with a Positive Verification Notice** from the Home office Employer Checking Service\* .
2. An Application Registration Card issued by the Home Office stating that the holder is permitted to take employment, **together with a Positive Verification Notice** from the Home Office Employer Checking Service.
3. A **Positive Verification Notice** issued by the Home Office Employer Checking Service to the employer or prospective employer which indicates that the named person may stay in the UK and is permitted to do the work in question.

*\* A 'Positive Verification Notice' is official correspondence from the Home Office Employer Checking Service which confirms that a named person has permission to undertake the work in question.*