

Schools Assurance Checks - FAQs

Recruitment

Can volunteers or interns be recruited in Schools? Yes, but they must go through basic screening and background safeguarding checks, be supervised appropriately with clear responsibilities and boundaries.

What documents are typically required during application? CV, cover letter, application form where supporting statement maybe required, teaching licence or certification (if applicable), academic qualifications (degree certificates), identification (passport / ID card), references or reference letters, police clearance or background check (e.g. DBS in the UK).

Contracts

When will teachers and non-teaching staff receive their contracts? The contract of employment can be verbal, written, or implied. Under the Employment Rights Act 1996, employers must provide all employees (and workers) with a written statement of employment particulars on or before the first day of employment. You will need to contact your HR provider in the first instance if a contract or statement has not been issued.

Is there a difference between teacher and non teaching staff contracts?

Teaching staff have standardised national conditions STPCD (School Teachers Pay and Conditions Document) and burgundy book. Non teaching staff are governed by NJC and green book terms and conditions. There will be differences that will include, pay structure, working time, notice periods, and pension schemes. You should contact your Payroll / HR provider for any additional information.

What does it mean when a contract states it is issued 'in accordance with the Good Work Plan in a maintained School? Your contract is aligned with the principles and reforms introduced by the UK government's Good Work Plan (2018), which aimed to improve clarity, fairness and transparency. Maintained Schools are legally required to provide this on or before the first day, in line with section 1 of the Employment Rights Act 1996, as amended by the Good Work Plan.

Who will I need to contact if employees have transferred from another school where terms and conditions have now been changed for the employee? You will need to contact your HR / Payroll provider in the first instance.

Adverts

Do we need to advertise teaching and non-teaching vacancies? Yes, it is mandatory that all jobs are advertised. The School must ensure a fair and inclusive recruitment process is adhered to at all times.

Do I need to check if there is a process to follow for Senior Leadership Team recruitment?

Yes, the legal and procedural framework must be adhered to, as per Schools staffing (England) regulations 2009, Selection panel of at least three governors (one trained in Safer recruitment) must oversee Head teacher recruitment.

[Recruiting a headteacher - GOV.UK](#)

DBS

Is a DBS required working in a School? Yes, this is mandatory. If your role involves contact with children, whether you're a teacher, teaching assistant, administrator, Business Manager, Site Manager, governor, cleaner, catering staff or external provider (e.g. music tutors, dance, sports coaches) a Disclosure Barring Service check will be required.

Will a Volunteer require a DBS? Yes, even volunteers (e.g. reading helpers, trip supervisors) must have a DBS check too.

Training qualifications

Do I need to verify a Teacher's qualifications? Yes, Schools can use the DfE Teacher Services portal (for QTS and induction status) certificates (such as PGCE ITT, degree) will need to be checked by the School and DBS checks to confirm eligibility to work with Children.

Where can I check if Teaching Assistants hold a qualification?

Schools have the responsibility to ensure that TAs are suitably qualified and competent for their roles. The most common level 3 qualification we see is the NCFE CACHE Level 3 Award in Supporting Teaching and Learning in Schools.

All certificates must be checked where the qualification is recognised on the Ofqual website [Ofqual - GOV.UK](#)

The other following ones are also fairly common:

CACHE Level 3 Certificate for Teaching Assistants

OCR Level NVQ for Teaching Assistants

CACHE Level 3 NVQ for Teaching Assistants

City & Guilds Level 3 NVQ for Teaching Assistants

NCFE Level 3 Certificate for Teaching Assistants

For example, if it is a level 3 certificate in a related field such as childcare, the School can ask for a breakdown of the units and as long as the units can evidence working with children with a focus

or aspect of teaching and learning the School can accept these also as long as level 3 qualification.

Higher Level Teaching Assistants; when appointing HLTA's, the School would need to check that they hold HLTA status. HLTA is a status not a qualification. The only way in which candidates can be awarded HLTA status for them to be assessed against the 33 national HLTA standards. We often see HTLA qualification's, but these unfortunately are not accepted for someone transitioning from a Level 3 TA to a HLTA post.

Non teaching staff need any qualifications?

Not all non-teaching staff need formal qualification's, it depends on the job. Specialist or student support roles usually need specific training, certificates, or qualifications.

Right to work checks

It is an employer's responsibility to check an individual's entitlement to work in the United Kingdom. Failure to carry out these checks could render the authority liable to a civil penalty or guilty of a criminal offence, in certain circumstances the liability can be extended to those involved in the selection process, if the appropriate checks are not carried out.

Who needs to prove their right to work in the UK?

Everyone taking up employment (this includes voluntary work), irrespective of their nationality.

What documents would someone need to prove a right to work?

The check lists at A and B clearly identifies the documents that the Home Office accept as proof of an individual's right to work.

[Employers' right to work checklist \(accessible\) - GOV.UK](#)

Do we accept photocopies of documents?

No all documents presented as proof of a right to work in the UK must be original documents.

What should I do if I have concerns about the documents presented to me by an employee?

You will need to contact your HR provider in the first instance.

What if a prospective employee cannot provide evidence of their entitlement to work? - It is the prospective employee's responsibility to demonstrate that they are permitted to do the job you are offering. You can withdraw your offer of employment to a job applicant if they cannot demonstrate their entitlement to work legally and you need to fill the post urgently.

If you only obtain copies of documents from **List B Group 1** these will only be valid up until the document expiry date and follow up checks must be carried out at the expiry date to ensure an ongoing right to work.

If you obtain copies of documents from **List B Group 2** these will only be valid up 6 months at which time a follow up check must be made to ensure an ongoing right to work.

Once an employee has produced a document or combination of documents under **List A** there is no longer a requirement to carry out further document checks.

What are the consequences of non-compliance? Non-compliance can lead to legal action, financial penalties, reputational damage to BCC, and a negative impact on the Schools ability to provide a safe an effective safe learning environment.

Where there are concerns regarding the documents presented advice should be sought from your HR / Payroll provider.

Sponsorships

To find out if a job is eligible for Sponsorship under the skilled work route email Sponsorship@birmingham.gov.uk

The FAQs provided above is not exhaustive and you are advised to contact your HR / Payroll provider should you require further advice or any clarification. Thank you.