



Integrity, Fellowship and Endeavour

Recruitment and Selection Policy

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1. PURPOSE

The Governing Board regards its staff as the school's most important asset. It is the policy of the Governing Board to ensure the school recruits suitably qualified and experienced staff to meet the school's human resource requirements and to continuously improve the school. The Governing Board is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

2. RELATIONSHIP TO OTHER POLICIES

The appointment of all employees at school will be made on merit and in accordance with the provisions of employment law, the statutory guidance 'Keeping Children Safe in Education' and the school's Equality and Diversity Policy.

3. SCOPE, PRINCIPLES AND DEFINITIONS

- 3.1 This policy applies to all employee recruitment, including both internal and external appointments, teaching, associate staff, and management posts.
- 3.2 The Governing Board will ensure that people are treated solely on the basis of their abilities and potential, regardless of nationality, ethnicity, religious or political belief or affiliation, trade union membership, age, gender, marital status, sexual orientation, disability, socio-economic background, or any other protected characteristic.
- 3.3 It is a statutory requirement that every appointment panel must have at least one member who has undertaken the Safer Recruitment training and that appropriate safeguarding checks are made in relation to candidates appointed.

4. DELEGATION OF APPOINTMENTS

- 4.1 The Governing Board delegates all appointments below the level of Headteacher to the Headteacher. The Headteacher is expected to involve at least one member of the Governing Board in all appointments to the senior leadership team. The Headteacher may invite member/s of the Governing Board to participate in the recruitment process below the level of the senior leadership team if s/he so chooses.
- 4.2 Governors who wish to be considered for involvement in recruitment will be expected to undertake Safer Recruitment training, at the earliest opportunity.
- 4.3 No governor is to be excluded from being in the pool for being involved in recruitment unless there is a conflict between the interests of the governor and the interests of the Governing Board or candidate.
- 4.4 The Headteacher may appoint without involvement of governors for any appointment below the level of the senior leadership team and may delegate responsibility for an appointment outside the Senior Leadership Team to a member of the Senior Leadership Team. There shall be at least two staff on the panel in such instances, usually including the line manager of the post to be appointed to.

5. THE APPOINTMENT OF SENIOR LEADERSHIP POSTS

- 5.1 The Governing Board, through the relevant committee, will agree and regularly review the structure of the senior leadership team including the number and seniority of posts.
- 5.2 The relevant committee of the governing board will review the roles and responsibilities of the senior leadership team as required (for example, prior to appointments or where there is a recommended change) to ensure that these are appropriate in providing the Headteacher with the support needed to deliver the school's aims.
- 5.3 The Headteacher will consult with the Chair of the Staffing and Staff Welfare Committee prior to making any substantial changes to roles and responsibilities of members of the senior leadership team. This includes consultation prior to the recruitment of new senior leadership team members if the role is not a like-for-like replacement for the previous postholder.

6. RECRUITMENT PROCESS

- 6.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally. All advertisements, whether placed internally, or externally will comply with the requirements of *Keeping Children Safe in Education*.
- 6.2 Applicants for vacant posts will be provided with:
 - a job description and person specification for the vacant post;
 - information about the school (for externally advertised posts);
 - a statement relating to the school's safeguarding policy;
 - details of how to apply for the post; and
 - the terms of the post, including salary.
- 6.3 All vacancies advertised externally will require completion of an application form complying with the requirements of *Keeping Children Safe in Education*. CVs will not be accepted.
- 6.4 Applications will be considered for shortlisting through a consistently applied process which ensures all candidates are given equal and fair consideration. The selection of shortlisted candidates will be made with reference to the job description and person specification. Shortlisting must be carried out by more than one member of staff, including the member of the senior leadership team who will make the appointment. Conflicts of interest by the selection panel must be declared.
- 6.5 Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. This is to give candidates the opportunity to share relevant information which can be discussed and considered at interview before the DBS certificate is received.

- 6.6 Shortlisted candidates should be notified that the school will carry out an online search as part of their due diligence.
- 6.7 At least two references will be required, including from the most recent employer. This reference must come from the headteacher, principal or head of the relevant organisation. If a candidate for a post working with children is not currently working with children, a reference should be obtained from the employer when the candidate last worked with children,
- 6.8 The school's standard reference form and processes must be followed.
- 6.9 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people written solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 6.10 The interview and selection process will be decided by the Headteacher or delegated member of the senior leadership team according to the nature of the post. However, there must be an opportunity for the candidates to access relevant information about the school and post. There must also be a formal interview as part of the selection process.
- 6.11 The selection interview will:
- be consistent across all candidates, with the same questions asked and equal opportunity for candidates to provide a full answer to these questions;
 - include at least one specific question relating to safeguarding practice;
 - be used to enquire about any gaps in the candidate's stated career history and concerns raised as a result of the information provided by the applicant; and
 - ensure that, at the end of the interview, the candidate fully understands the terms and conditions under which an offer of employment may be made, that they are still a firm candidate for the job and that the contact details provided are current and accurate.

7 OFFER OF EMPLOYMENT

- 7.1 The offer of employment and acceptance by the candidate is binding on both parties subject to:
- verification of the candidate's identity;
 - verification of the right to work in the UK;
 - satisfaction of qualifications requirements;
 - satisfactory DBS Enhanced Disclosure with Barred List check;
 - teacher prohibition check if the candidate is a teacher;
 - for candidates to management positions the absence of a section 128 direction
 - pre-employment medical screening if required; and
 - satisfactory references.
- The successful candidate will be informed by letter that the appointment is subject to satisfactory completion of these checks.

7.2 The Headteacher or member of the senior leadership team to whom the appointment is delegated must ensure that the following information is provided to the candidate, and check that this is understood by the candidate, at the point that the offer of employment is made:

- details of the salary offered;
- details of any particular terms and conditions specific to the post under which the offer of employment is made;
- the start date of employment;
- whether the post is offered as a full time or part time post and, if the latter, specify the FTE contract or, if subject to timetable constraints, the minimum FTE contract guaranteed and the maximum FTE contract that the candidate is prepared to accept;
- whether the post is permanent or fixed term and, if the latter, the reasons and end date of the contract; and
- the conditions as outlined in paragraph 7.1 under which the offer and acceptance of employment may be withdrawn.

8. PERSONNEL RECORDS AND SINGLE CENTRAL RECORD

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- the application form, signed by the applicant, and covering letter;
- interview notes;
- references;
- proof of identity;
- proof of right to work in the UK.
- proof of relevant academic qualifications;
- evidence of medical clearance where required;
- evidence of DBS clearance, Barred List and Teacher Prohibition checks; and
- offer of employment letter and signed contract of employment.

8.2 The school will maintain a Single Central Record of employment checks in accordance with the Keeping Children Safe in Education statutory guidance.

9. MONITORING, REPORTING AND EVALUATION

Recruitment processes and procedures are reviewed as required by the senior leadership team for compliance with any statutory legislation and to ensure that recruitment processes are attracting and recruiting appropriate personnel.

All appointments to be reported annually to the Staffing and Staff Welfare Committee of the Governing Board or, in the case of senior appointments, immediately to the Full Governing Board.