

# Recruitment & Selection Policy



Governors' Committee Responsible:	Resources Committee
Nominated Lead Member of Staff:	Headteacher
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## Introduction

- This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff for Ash Manor School
- The Governing Body of the school value the contribution of all staff and recognise that the recruitment of highly and appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which its students can thrive. It is an opportunity for the school to strengthen the skill set of its workforce, ensuring that the school is well placed to meet the requirements of its development plan and raise standards. The Governing Body are committed to ensuring that the recruitment process is well managed to allow all candidates to give of their best.
- The Governing Body are also committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The Governors are committed to ensuring that all recruitment is compliant with best practice. As such, this policy complies with the current DCSF guidance 'Safeguarding Children and Safer Recruitment in Education'.

## Aims of the Policy

- To ensure that newly recruited staff have the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, gender, religion or belief, age, disability, marital status, sexual orientation, pregnancy/maternity and gender reassignment.
- To ensure that all recruitment is compliant with DCSF safeguard guidance with clear links to child protection policies and procedures, thereby ensuring that all staff recruited to work in schools and Schools are suited for working with children.

- To ensure the most cost-effective use is made of resources in the recruitment and selection process.

## **Responsibilities**

The Governing Body (with advice from the Headteacher) is responsible for determining the staffing complement (type and number) of the school and for all appointments to the school staff.

The Headteacher will have delegated responsibility for the appointment of teachers and other staff outside of the leadership group.

Once the Selection Panel have been agreed, the lead person in conjunction with the Panel will be responsible for drawing up the relevant documentation, planning the selection process along with a timetable of the recruitment process.

The Selection Panel for any position will have responsibility for ensuring that equal opportunities for all candidates are maintained throughout the recruitment and selection process.

## **Safer Recruitment**

Issues involving child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the recruitment exercise itself. Particular measures to ensure safe recruitment practice, compliant with DCSF guidance, are identified in this policy. The Selection Panel has responsibility for ensuring the implementation of these measures. [Please note that the safeguarding measures noted in this policy are not exhaustive and checks for compliance and further detail should be sought from the most recent guidance].

## **Planning Recruitment Needs**

Planning:

- The Headteacher will review the staffing requirements of the school annually and discuss this with the Resources Committee to ensure that we assess the short and long term recruitment needs, so that as far as possible, a planned approach to resourcing the school can be taken.
- Before the start of the recruitment process, there will be a review of the needs of the specific role. Where a job description or person specification does not exist (i.e. for new posts) then these will be drawn up for agreement by the Resources Committee. This will be delegated to the Headteacher in most cases.
- Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the Recruitment and Selection Policy for necessary qualifications, knowledge, experience, skills or abilities required by the post holder.
- The person specification will also be reviewed to ensure that it does not directly or indirectly discriminate on the grounds of race, gender, religion or belief, age, disability, marital status, sexual orientation etc.
- Where posts are of a short term nature, this will need to be clearly specified in the job description and any advertising literature. Posts will only be advertised on a temporary or fixed term basis for genuine temporary reasons. Most temporary or fixed term contracts will come to a natural end. However, where a fixed period contract expires and the need

for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.

- Where the need for a temporary or fixed term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the Governing Body to consider the most appropriate recruitment process in the circumstances. This could include consideration of the original reason for the post initially being temporary, any subsequent changes in the needs of the school, the original recruitment process that was undertaken, etc. In practice, this responsibility will be delegated to the Headteacher for all roles other than leadership positions.

## 5.2 **Safeguarding Measures:**

5.2.1 A statement of the commitment of the School to safeguarding and the promotion of the welfare of children will be included in both the job description and the person specification.

5.2.2 All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of children. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.

5.2.3 All person specifications will make reference to the need for the job holder to be suitable for work with children. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.

5.2.4 All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

## 6.0 **Advertising**

### 6.1 All posts:

6.1.1 All teaching and non-teaching posts will be advertised internally within the school and may additionally be advertised locally or nationally.

6.1.2 In certain circumstances a post or promotion opportunity will be ring fenced for current staff in the first instance. Any such ring fencing will be done in a consistent and transparent manner.

### 6.2 Teacher posts:

6.2.1 Headteacher and Deputy Headteacher posts must be advertised and should be advertised in a nationally printed publication. Other teaching posts will also normally be advertised in a nationally printed publication. However the Headteacher or Governing Body may consider additional means for advertising a teaching post, including the internet and local publications.

### 6.3 Support staff:

6.3.1 Support staff posts will also be advertised in the same way as teaching posts.

- 6.3.2 Posts may also be advertised on other web sites and other types of media so long as good practice is maintained.
- 6.3.3 Occasionally the decision may be taken not to advertise a post, either, because a similar post has recently been advertised, and an appointment can be made from the subsequent interviews, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. (For example - to cover a long term sickness absence or to cover a vacancy pending the completion of the recruitment process to appoint a permanent post holder).

## 6.4 Safeguarding measures

- 6.4.1 All advertisements will include a statement about the School's commitment to safeguarding and promoting the welfare of children. Reference will also be made to the requirement for the successful applicant to undertake an enhanced Disclosure via the DBS process.

## 7.0 The Application Process

### 7.1 Information packs

- 7.1.1 Advertisements to include access to Information Packs which will include:
  - 7.1.1.1 a job description and person specification
  - 7.1.1.2 an application form, including an equalities monitoring form, with details for completion;
  - 7.1.1.3 a copy of the School's Equal Opportunities policy statement;
  - 7.1.1.4 a copy of the School's Child Protection policy statement;
  - 7.1.1.5 a statement of terms and conditions relating to the post;
  - 7.1.1.6 any other relevant information regarding the post and the school.
- 7.1.2 Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application to the Headteacher and this has been agreed.
- 7.1.3 Applications made through means other than on application forms, will not be considered.

### 7.2 Safeguarding Measures

- 7.2.1 All applications must be made using the application form for the position to ensure receipt of relevant personal data, (including DfE reference number, QTS status and

registration with the GTC), educational and employment history, declarations of relationships to existing employees, councillors and governors, details of referees and a statement of personal qualities and experience.

7.2.2 The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974 and the need to declare all convictions, cautions and bind overs. The applicant will also have declared that they are not on List 99, disqualified from teaching or if they are subject to sanctions imposed by a regulatory body e.g. GTC.

7.2.3 Details of any convictions, cautions or bind overs should be attached to the completed application form in a sealed envelope marked confidential.

## 8.0 The Selection Process

### 8.1 The selection panel

8.1.1 A selection panel of at least two people will be set up prior to the short listing process. The members of this panel will normally be comprised from the following:

8.1.1.1 Headteacher

8.1.1.2 Deputy and/or Assistant Headteacher

8.1.1.3 Line manager for the post (where this is not the Headteacher or Deputy/Assistant Headteacher

8.1.1.4 Any member of the governing body who is able to provide relevant expertise.

8.1.1.5 The Chief Education Officer's, or equivalent, representative (for Headteacher appointments)

8.1.1.6 Any member of staff from the School's personnel provider or local authority where particular advice and guidance is required.

8.1.2 As such, wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment and selection and interviewing.

8.1.3 Where a candidate is known personally to a member of the Selection Panel it should be declared before short listing takes place. It may then be necessary to change the Selection Panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

### 8.2 Safeguarding measures - selection

8.2.1 At least one member of the panel will have received on-line safer recruitment training provided by the National School of School Leadership or the Children's Workforce Development Council (CWDC), NSPCC or similarly recognized body.

### 8.3 Short listing

8.3.1 Prior to short listing the equalities section of the application form will be removed and not copied for the short listing panel. If an applicant has declared a disability then this will be notified to the Chair of the Selection Panel.

- 8.3.2 The short listing process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the applications forms.
- 8.3.3 Where short listed applicants have declared they do have a criminal record, and/or have had any sanctions imposed by GTC and/or are not registered with GTC then this will be followed up at interview. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.
- 8.3.4 If a disabled applicant meets the minimum criteria of the person specification then they should be short listed. Advice should also be sought about what reasonable adjustments may be required to enable the disabled applicant to take up post.

#### 8.4 Safeguarding measures – short listing

- 8.4.1 Incomplete applications will be rejected and may, at the discretion of the Selection Panel, be returned to the candidate for completion; Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the short listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted subject to exploration and verification.

#### 8.5 References

- 8.5.1 References will be requested for all short listed candidates (including internal applicants) prior to the interviews. It will be for the Selection Panel to determine whether the referees given by applicants are suitable and appropriate. Great care should be taken in determining whether a referee(s) given by an applicant are suitable. For example any applicants currently working in a school environment should give the Headteacher of that school as one referee. References from family members or friends will not be acceptable.
- 8.5.2 All references subsequently received will be held by the Chair of the Interview Panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.<sup>[A1]</sup>

#### 8.6 Safeguarding measures - References

- 8.6.1 References will be sought and obtained directly from the referee.
- 8.6.2 References or testimonials provided by the applicant will not be accepted.
- 8.6.3 References will seek the necessary relevant and objective information in line with current DCSF guidance and a declaration from the referee that the applicant is suitable to work with children.
- 8.6.4 All references will be vetted according to current DCSF guidance.

- 8.6.5 Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- 8.6.6 Where, in exceptional situations references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any offer of employment.

## 8.7 Other check prior to interview

- 8.7.1 Where a candidate is claiming specific qualifications or previous experience that is Relevant to the job but is not verified by reference checks, then these will be verified before interview so that any discrepancy can be explored at interview.

## 8.8 The interview and selection process

- 8.8.1 Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other special needs will be given a chance to highlight this prior to the process.
- 8.8.2 Whilst an interview is always likely to be used as the primary feature of the selection process the Selection Panel will need to consider whether any additional selection methods will be required to supplement the interview. This may include presentations, teaching observation, inter-action with students, in-tray exercise, psychometric / verbal / numerical tests, etc, according to the requirements of the role. Whatever methods are chosen the Panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children.
- 8.8.3 The Selection Panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to candidate's answers and backgrounds.
- 8.8.4 Particular care needs to be taken to ensure that no questions or selection methods could be viewed as discriminatory.

## 8.9 Safeguarding measures – interview

- 8.9.1 Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an enhanced DBS disclosure. Candidates should be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- 8.9.2 All<sup>[A2]</sup> candidates will be informed that they are required to declare ANY convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as 'spent'. They should be informed that having a criminal record will not necessarily prevent them from taking up appointment. It will depend on the nature of the offences and their relevance to the post they are applying for. However, should they NOT declare an offence that is subsequently

revealed, e.g. through the DBS check, then this may place their appointment in jeopardy.

- 8.9.3 They will need to be instructed to bring with them to interview documentation that will confirm relevant educational and professional qualifications. Copies of all documents will be kept on file.
- 8.9.4 In addition to assessing the candidate's suitability for the post, the Panel will also need to assess the candidate's attitude toward children and young people, their ability to support the School's safeguarding agenda and promote the welfare of children. Gaps in their employment history and concerns or discrepancies in the application form and reference will also be explored.

## 9.0 Job Offers

### 9.1 Job Offers to Successful Candidates

- 9.1.1 Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. Any written offer of appointment will include any terms that the offer is subject to e.g. satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the UK (under the Asylum and Immigration Act 1996), along with the starting salary.

### 9.2 Safeguarding measures

- 9.2.1 Any offer of employment in the school will conditional upon:
- 9.2.1.1 the receipt of at least two satisfactory references, if not already received;
  - 9.2.1.2 verification of the candidate's identity, if not verified following interview;
  - 9.2.1.3 a check of List 99 and a satisfactory enhanced DBS disclosure;
  - 9.2.1.4 verification of the candidate's fitness to undertake the role;
  - 9.2.1.5 verification of the applicant's qualifications, if not verified following interview;
  - 9.2.1.6 verification of professional status where required e.g. GTC registration, QTS status and NPQH etc
  - 9.2.1.7 for those gaining QTS after 7 May 1999, verification of successful completion of statutory induction period;
  - 9.2.1.8 for support staff posts, satisfactory completion of the required probationary period.
- 9.2.2 Where:
- 9.2.2.1 candidates are found to be on List 99 or the CRB disclosure shows that the candidate has been disqualified from working with children by a Court;
  - 9.2.2.2 an applicant has provided false information in, or in support of his/her application; or
  - 9.2.2.3 there are serious concerns about an applicant's suitability to work with children,
  - 9.2.2.4 the facts will be reported to the police and/or the DCSF Children's Safeguard Operations Unit



## **10.0 Appointment and promotion of staff from the existing School Community**

10.1 The School values, and where possible seeks to retain the skills and contributions of all staff within the school community. As such the school will support as far as possible to continued professional development of all staff as they seek promotion to new opportunities both within the school and elsewhere. All staff are therefore encouraged to consider their suitability for any vacancy within the school. Where a member of staff applies for a vacant post they will be given equal consideration as external candidates, based on the essential criteria for the post.

## **11.0 Use of Supply Staff, Volunteers and Contractors**

11.1 The needs of the school are such that the workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The school values the diversity that this brings to its community as we strive to provide a safe environment and improve the standards of teaching and learning for all students. To ensure the continued high standards of contributions, we will:

11.1.1 Use as our preferred sources of supply staff agencies accredited through the Quality Mark Scheme for agencies and LAs;

11.1.2 With reasonable adjustment, adopt the same recruitment measures for contractors as for employees, and for volunteers as for paid staff.

## **12.0 Monitoring**

12.1 Mindful of its commitment to best practice in recruitment and its obligations under the Equality Duties and safeguarding guidance, the Governing Body will ensure regular monitoring of all recruitment activity to allow for future recruitment practices to be better informed with a view to achieving the aims of this policy as specified in section 2. The analysis of this monitoring and any resulting actions will be reported on an annual basis to the Governing Body.