

## Recruitment Policy

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### 1. Introduction

1.1 The Trust Board is committed to safeguarding and promoting the welfare of children and young people and requires staff and volunteers to demonstrate this commitment in every aspect of their work.

1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the Trust's Equality Scheme.

1.3 The Trust Board will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, nationality, ethnic origin, religious belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background or any other distinction relevant to key protected characteristics.

1.4 Trust staff will comply with the requirements of Keeping Children Safe in Education with regard to DBS, right to work in the UK, overseas checks and other pre-employment checks.

## 2. Delegation of Appointments and Constitution of Appointments Panels

2.1 The Trust Board delegates the power to offer employment for all posts not paid on the leadership scale to the Headteacher of the academy within the Trust. The Headteacher may delegate the offer of employment to any other team leader or governor from the Regional Governing Body.

2.2 The Headteacher is expected to involve at least one Governor from the Regional Governing Board in the appointment of senior staff. The Trust Board and CEO will be involved in all appointments of senior staff appointed to the Leadership Scale.

2.3 The CEO and Trustees are responsible for the appointment of the Headteacher.

2.4 Selection panels will comprise a minimum of three people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

## 3. Advertising

3.1 Should a post become available within a Trust academy, the CEO may, through discussion with the Headteachers within the Trust, undertake a scoping activity to ascertain if there are any staff within the Trust who would be suitable for the post, especially if there are any staff across the trust at risk of redundancy.

3.2 After the scoping activity has taken place and no potential staff have been assigned for redirection; all vacant posts will be advertised to ensure equity of opportunity and encourage as wide a field of candidates as possible. This will normally include placing an advertisement externally.

3.3 Advertisements for posts will include a statement demonstrating the Trust's commitment to safeguarding, promoting the welfare of children and providing equal opportunities for all.

## 4. Information for Applicants

Applicants will be provided with:

4.1 Job description outlining the duties of the post and an indication of where the post fits into the organizational structure of the Trust and academy. A person specification may also be included.

4.2. Application form. Curriculum Vitae will not be accepted.

4.3. Information pack will include:

- the aims and values of the Trust and academy
- reference to the Trust's policy on Equality and Diversity (The Trust Equality Scheme)
- DBS and other pre-employment requirements
- closing date for receipt of applications
- terms of employment and salary range

## 5. Short Listing and Reference Requests

5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called to interview.

5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children; a reference will be sought from the most recent employment working with children (where available) to confirm details of their employment and their reasons for leaving.

5.3 Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate
- details of the applicant's current post and salary.
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- performance history and conduct.
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired.
- details of any substantial allegations or concerns relating to the safety and welfare of children.
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

5.4 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 writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5 If the field of applicants is felt to be weak the post may be re-advertised.

## 6. Interviews

6.1 The format, style and duration of the interviews will be decided by the Headteacher in consultation with Governors / Trustees. The structure of the interview may be delegated to the selection panel. The following will be adhered to:

6.2 Before the interviews, the selection panel will agree on the interview format. The questions asked will aim to obtain evidence of how each candidate meets the requirement of the job description and person specification. Each candidate will be assessed against the criteria of the post using an objective measure. The same areas of questioning will be covered for each candidate and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of safeguarding issues. Where needed, the interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.3 Additional selection activities may be used to inform the panel of the candidate's suitability for the post. Activities could include, but are not limited to:

- teaching activity for staff employed to work with children or observation in their current setting
- formal interview with School Council
- goldfish bowl discussion
- play activity for lunch staff
- presentation for leadership posts
- writing activity to test candidates level of literacy
- in tray exercise for administrative or leadership posts

6.4 The recruitment documentation will be retained for six months from the date of interview. Under Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After six months all information about unsuccessful candidates will be securely destroyed.

6.5 Once all interview activities have been undertaken the selection panel will reconvene and marshal the evidence from the activities to form a decision on the best candidate for the position. The final offer of employment is made by the Headteacher for all posts below the leadership scale and Trustees for posts within the leadership scale.

## **7. Offer of Employment by the Selection Panel**

7.1 The offer of employment by the Headteacher or Trustees and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and Barred List checks, overseas checks (if living outside the UK for over 8 weeks) pre-employment medical screening and satisfactory references.

7.2 The successful candidate will be informed initially by telephone. This will be followed up by offer letter that will confirm that the appointment is subject to satisfactory completion of all necessary checks.

7.3 Unsuccessful candidates will be contacted by telephone and offered an opportunity for feedback to inform their professional development. This feedback will be offered for up to two weeks from the telephone call.

## **8. Personnel File 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 academy including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in employment history
- references – minimum of two
- proof of identity
- proof of right to work in the UK and relevant overseas checks
- proof of relevant academic qualifications
- certificate of good conduct (where applicable)
- completed medical declaration questionnaire

- evidence of DBS clearance, Barred List and teacher prohibition checks
- offer of employment letter and signed contract of employment

8.2 Each academy in the Trust will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education, this is centrally held by the Trust.

8.3 Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in the Trust. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the trust must make any further checks deemed appropriate so that any relevant events that occurred outside the UK can be considered.

These checks could include, where available:

- criminal records checks for overseas applicants - Home Office guidance can be found on GOV.UK; and for teaching positions
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, UK NARIC.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess the candidates suitability.

Where this information is not available the Trust will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, the Trust will consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment.

## **9. Start of Employment and Induction**

9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken and approved by the Trust CEO. Exceptions will never be made in the case of the Barred List and teacher prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of Trust and Academy policy with a specific consideration of safeguarding and promoting the welfare of children.

9.3 All new employees are subject to a term of probation, normally not more than six months. Should an employees' performance be unsatisfactory, notice will be given to terminate the contract without recourse to the school's disciplinary procedure.