



*Tomlinscote School
Sixth Form College*

A Specialist Language College

Recruitment and Selection Policy

Policy Type:	Mandatory Staff Policy
Approved By:	Resources Committee
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Tomlinscote School

Recruitment and Selection Policy

1. Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at Tomlinscote School.

The AQC of the school values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which pupils can thrive.

The AQC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance. The Academy is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The Academy encourages a two-way recruitment process, which underpins our commitment and desire to provide help and information during the process.

2. Aims of the Policy

- To ensure the Academy attracts the best possible applicants to vacancies.
- To ensure that newly recruited staff possess 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 the principles of the Equality Act 2010 are adhered to and that appointees are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff recruited to work in schools are suitable to work with children and young people.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

3. Responsibilities

The AQC, with appropriate advice from the Interim Principal, has delegated responsibility for determining the staffing complement of the school and for all appointments to the school staff.

The Interim Principal will have delegated responsibility for appointments to the Leadership Team and will invite Councillor involvement. Councillors are responsible for the appointment of the Interim Principal.

Once the selection panel has been agreed, the lead person and HR Business Partner, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

4. Safer Recruitment

Matters of 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 DfE advice, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are not exhaustive or designed to obviate the need to refer to the most recent DfE guidance.

5. The Planning Process (appendix 1)

The Resources Committee of the AQC, in conjunction with the Interim Principal, will review the staffing requirements of the school annually and 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 requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the lead person and HR Business Partner.

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 necessary qualifications, knowledge, experience, skills or abilities required by the post holder.

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

Safeguarding Measures

- A statement of the commitment of the school to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.
- All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of pupils. 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.
- All person specifications will give consideration to the need for the job holder to be suitable to 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.
- All short-listed applicants will be notified that any relevant issues arising from references will be taken up at interview.

6. Advertising

6.1 All posts

All teaching and non-teaching posts will be advertised internally within the school and externally as deemed appropriate by the school on internet jobs sites and/or in the national and local press.

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.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, because a temporary appointment needs to be made as soon as possible to ensure continuity within a post or when a member of staff currently fulfilling a very similar role is appointed directly.

In exceptional circumstances, usually for reasons of commercial confidentiality, the Councillors and Interim Principal reserve the right of the Academy to approach potential candidates for posts and invite them to apply without recourse to an advertisement.

6.2 Leadership posts

Interim Principal and Senior Leadership posts will be advertised as the AQC considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site, and may additionally be advertised in a national publication.

Where there is demonstrable good reason not to advertise, and the AQC choose not to do so, the decision making process will be robustly documented to ensure that it will stand up to scrutiny.

Safeguarding Measures

- 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-level check via the Disclosure and Barring Service (DBS).

7. The Application Process

For all posts, information packs will be sent, or made available electronically, to all interested parties. The information pack will generally consist of:

- a letter from the person leading the recruitment process;
- a job description and person specification;
- an application form, including an equality monitoring form, with details for completion;
- a copy of the school's equal opportunities policy statement;
- a copy of the school's child protection policy statement;
- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates etc);
- any other relevant information regarding the post and the school.
- Statement regarding Travel Expenses (appendix 2)

Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Safeguarding Measures

- All applications must be made using the application form for the position to ensure receipt of relevant personal data (including DfE reference number and QTS/QTLS status) educational and employment history, declarations of relationships to existing employees, Councillors, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bindovers and current police investigations or pending criminal proceedings. Applicants will also need to declare that they are not on the Children's Barred List, disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. National College for Teaching and Learning, Disclosure and Barring Service.
- Details of any unspent convictions, cautions, warnings, bindovers or other relevant information will be attached to the completed application form in a sealed envelope marked as confidential.

8. The Selection Process

8.1 The selection panel

A selection panel of at least two people will be set up prior to the shortlisting process. For all teaching posts this will include either the Interim Principal or the Head of School. The members of this panel will be determined as appropriate to the post but will consist of at least one of the following:

- Interim Principal;
- Member of the SLT;
- Line manager for the post and/or;
- HR Business Partner

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

Where a candidate is known personally to a member of the selection panel this fact 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.

Safeguarding Measures

- At least one member of the panel must have completed safer recruitment training approved by the Secretary of State

8.2 Short-listing

Prior to short-listing, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the short-listing process to accommodate a disability then this will be notified to The Chair of the selection panel. The equality monitoring forms will be collated for annual reporting purposes.

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 application forms.

Where short-listed applicants have declared that they do have unspent convictions, cautions, warnings, bindovers or have proceedings pending, and/or have had any sanctions imposed by the Teaching Agency (or GTC) then this will be followed up at interview as necessary. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.

Safeguarding Measures

- 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 and interview process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

8.3 References

All references for short-listed candidates, are routinely sought (including internal applicants) prior to interview and will form part of the consideration process. All references will be always gained before a candidate is appointed. The school will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Care will be taken in determining whether a referee given by an applicant is suitable. Any applicants currently working in a school environment should give the head teacher/principal of that school/college as one referee. References from family members or friends will not be acceptable. Internal applicants should provide a reference from their line manager unless this conflicts with the interview panel in which case advice from HR should be sought.

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.

Safeguarding Measures

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- All references will be vetted according to current DfE guidance.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment.

8.4 Other checks prior to interview

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

8.5 The interview and selection process

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 particular needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the recruitment process.

Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

Whichever 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. 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 the candidates' answers and backgrounds. Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

Safeguarding Measures

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm educational and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.

9. Job Offers to Successful Candidates

9.1 Job offers

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 made conditional upon, e.g. satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the UK and other relevant details.

9.2 Conditions of Appointment

Any offer of employment in the school will be conditional upon:

- The receipt of at least two satisfactory references, if not already received;
- Verification of the candidate's identity, if not verified following interview;
- A satisfactory Enhanced DBS Check (including a check of the Children's Barred List);
- Verification of the candidate's fitness to undertake the role through a pre-employment questionnaire;
- Verification of the candidate's right to work in the UK (including a photocopy of the original evidence provided);
- Verification of the applicant's qualifications, if not verified following interview;
- Verification of overseas qualifications and safeguarding checks;
- Verification of professional status where required e.g. QTS/QTLS status etc.;
- For those gaining QTS after 7 May 1999, verification of successful completion of statutory induction period and;
- Satisfactory completion of any required probationary period.

Where:

- candidates are found to be on the Children's Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- an applicant has provided false information in, or in support of, his/her application; or
- there are serious concerns about an applicant's suitability to work with children;

The facts will be reported to the Disclosure and Barring Service and/or the police, as appropriate.

All new staff will be subject to a probation period as stated in their Contract of Employment.

10. Appointment and Promotion of Existing Staff

The school values the contribution of all staff within the school community and, where possible, seeks to retain key skills. The school will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the school and elsewhere. All members of 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 to external candidates, based on the essential criteria for the post.

11. Use of Fixed Term and Temporary Contracts

Where the AQC, in conjunction with the Interim Principal, determines that posts are of a short term nature, this will be clearly specified in the job description and on 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 duration 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 AQC 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.

12. Use of Supply Staff, Volunteers and Contractors

The school 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 it strives to provide a safe environment and improve the standards of teaching and learning for all pupils. To ensure the continued high standards of contributions, we will:

- Use, as our preferred sources of supply staff, agencies accredited through the Quality Mark Scheme for agencies and LAs;
- With appropriate adjustment, adopt similar recruitment measures for contractors as for employees, and for volunteers as for paid staff.

13. Employment of Migrant Workers

The school will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.

The school is licensed to sponsor migrant workers who require sponsorship in order to work in the UK under UK Border Agency rules. The school complies with UK Border Agency requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one of the existing tiers. The school will also meet, as required, all necessary conditions relating to sponsorship, including conducting resident labour market tests.

14. Monitoring

Mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance, the AQC will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the AQC on an annual basis.

15. Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of twelve months, after which time they will be destroyed.

16. Communication / disclosure

For any issues or concerns relating to the recruitment process including reference disclosure please contact the School HR department.

References received by the school

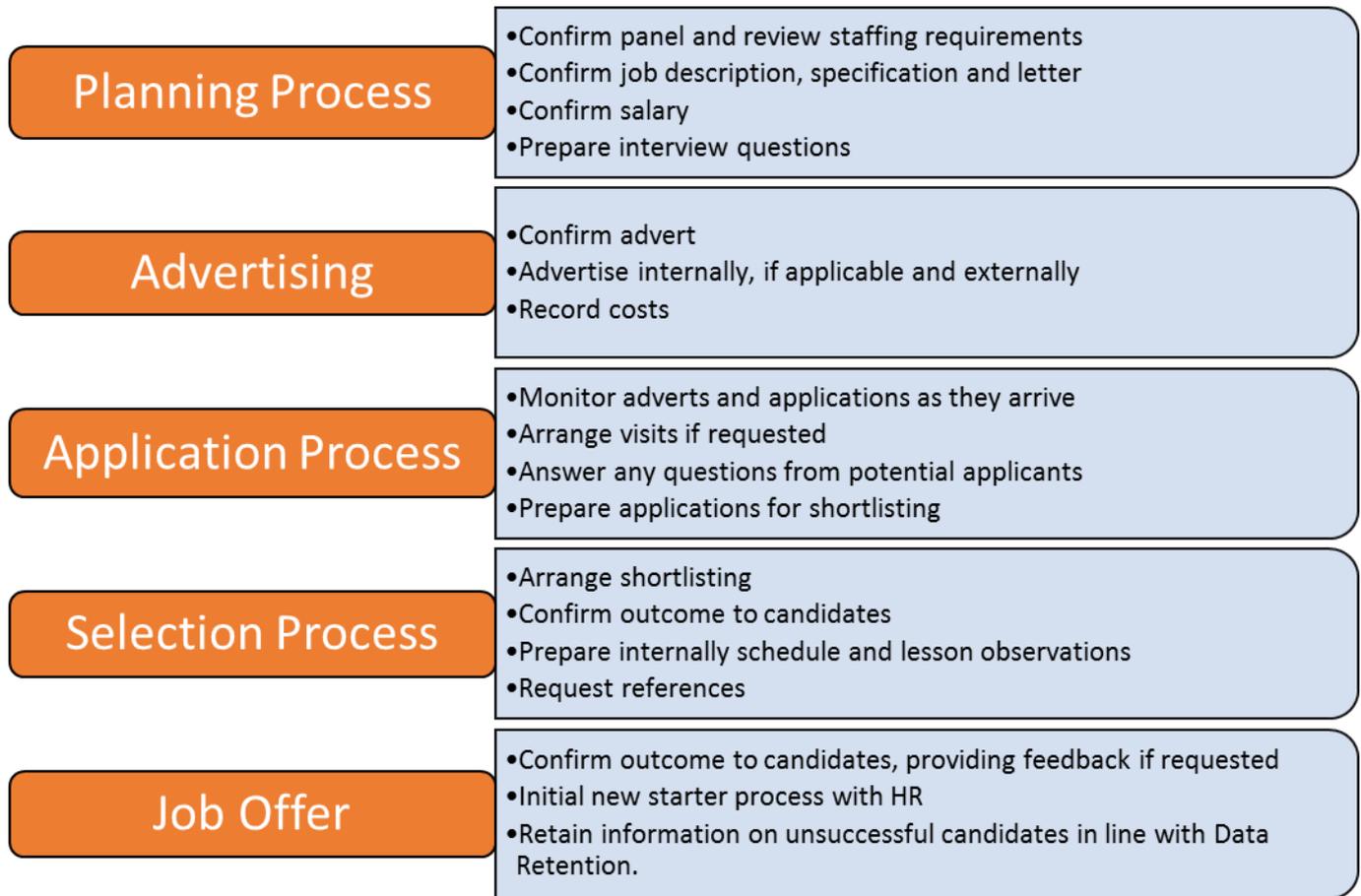
- The school will contact the referee for consent to disclose
- If the referee refuses consent to the disclosure, the school may be entitled to provide the personal data (name, address, dates of employment) if it is reasonable based on the circumstances. Relevant considerations would include the following:
 - Whether an assurance of confidentiality has been given to the third party;
 - Any reasons provided by the third party for withholding consent;
 - Potential or actual effect of the reference on the individual;
 - The right of an individual to challenge the accuracy and truthfulness of a reference about them;
 - Good employment practice should mean that the individual has already been made aware of any performance issues which might be mentioned in the reference;
 - Any risk to the third party of disclosing the details.
- Wherever reasonable a copy of the reference will be provided.

References written by the school

- The school will disclose references based on relevant considerations as detailed above.

In all cases each request will be dealt with on an individual basis and some if not all the contents of the reference will be disclosed. (Data Protection Act, section 7, Subject Access Requests)

Appendix 1 - Recruitment Process



Appendix 2 – Travel Expenses

Candidates are expected to cover the costs of all expenses when attending an interview or an Induction Day.

On occasions where local recruitment is not possible or the position is difficult to fill the Interim Principal can decide to include expenses as part of the recruitment package. Any expenses must be approved by the Interim Principal before any costs are incurred.