

# Staff Recruitment Policy 2018-2019



TORRINGTON PRIMARY SCHOOL

## STAFF RECRUITMENT POLICY

### **Rationale**

The governing Body of Torrington Primary School seeks to ensure that whenever a staff vacancy occurs the school appoints the best person who is most suited to the particular post and that safer recruitment practices are rigorously enforced in order to ensure those who are unsuitable to work with children are prevented from doing so.

This policy covers all job vacancies within the school and is written in accordance with the DFE statutory guidance 'Keeping children safe in education' (March 2015) and 'Disqualification under the Childcare Act 2006' (February 2015).

### **Equality & Diversity**

The school is committed to applying its Equality & Diversity Policy at all stages of recruitment and selection. Short listing, interviewing and selection will always be carried out without regard to *age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, sex, sexual orientation, religion or belief* gender, sexual orientation, marital status, race, disability, religious belief or age.

### **Aims**

- To safeguard and promote the welfare of children.
- To ensure an open, fair and consistent approach to recruitment and promotion in accordance with the school's Single Equality Policy and the requirements of the law;
- To ensure that recruitment is on merit;
- To attract high quality applicants and to progress recruitment efficiently in accordance with best practice;

### **Responsibilities**

#### Headteacher and Deputy Headteacher posts

The procedure for the appointment of the Headteacher and Deputy Head will be the responsibility of the Governing Body in conjunction with the Local Authority.

#### All other posts

The procedure for the appointment of all other posts will be the responsibility of the Headteacher.

### **Procedures**

#### Advertising

All posts will be advertised simultaneously internally and locally as well as nationally if appropriate. Advertisements will carry information about the school and the post. Potential candidates who request details of any vacancy will be sent an information pack. This will contain a job description outlining the duties and responsibilities of the post, and a person specification describing types of qualifications, knowledge, experience, skills and aptitude required for the effective performance of the role. Potential candidates will be offered the opportunity to visit the school

All literature pertaining to posts will contain a statement of commitment to safeguard children and young people.

Recruitment agencies may be used, particularly for those vacancies that are difficult to fill or are temporary posts.

### The Application Form

Applicants will be required to complete a *Lewisham Application for Employment* form as the first part of the recruitment process. Forms may be submitted electronically or posted to the school. CVs or other testimonials will not be considered in place of the application form. Applicants will be asked to provide details of two referees, one of whom should be their present or most recent employer.

### Monitoring Information

All applicants are requested to complete the section on the application form about monitoring information. This information is requested because the school is required to monitor staff appointments and seeks to provide equality of opportunity for all staff. The information in this section is confidential and will be separated from the employment record before short listing occurs.

### Short Listing

The criteria on the person specification will be used to short list applicants for interview. A panel of between two and five people will be convened. The panel will decide on the evidence given in the application form which applicants best meet the criteria. Not all applicants who meet the minimum criteria are guaranteed an interview. Candidates who are not selected for interview are not routinely notified.

### References

Written references for short listed candidates will be requested prior to interview and these will be considered as part of the selection process. The school will request information about:

- The referee's relationship with the candidate, how long the referee has known the candidate and in what capacity;
- The candidate's suitability for the post;
- Attendance and punctuality;
- Whether there are any outstanding disciplinary/capability issues;
- Whether there are any reasons why the candidate should not work with children or young people
- Whether the referee recommends the candidate for the post - without reservation, with reservation, or not at all.

### Selection Panel

A selection panel of two to five people will be convened as appropriate to the particular post.

- a) For Headteacher appointments the panel would consist of the Chair of Governors and members of the Governing Body, together with a Local Authority adviser.
- b) For Deputy Head appointments the panel would consist of the Headteacher, Chair of Governors and members of the Governing Body together with a Local Authority adviser.
- c) For all other posts the panel would normally consist of either the Headteacher or other senior member(s) of staff, the appropriate line manager and, wherever possible a member of the Governing Body.

At least one member of the interview panel must have successfully completed Safer Recruitment training.

### Interview Process

Short listed candidates will be asked to attend for interview. All candidates will be asked the same core questions in line with the person specification, with supplementary questions asked by panel members as they see fit. Notes will be taken at interview. These will be kept with each individual's application form.

### Additional Selection Processes

Other assessment methods will also be used as part of the selection process to provide additional information about an applicant's knowledge, skills or aptitude. These may include one or more of the following:

- A presentation
- Group exercise
- In-tray exercise
- Written task/skills test
- Teaching a lesson
- Working with a group of children

This list is not exhaustive and other assessment methods may be included if considered necessary.

All candidates will be assessed for their capability/fitness to work with children in accordance with Safer Recruitment procedures. Where there are grounds for believing that a person may be unsuitable to work with children or may have committed misconduct the Headteacher has a duty to refer the matter to the Independent Safeguarding Authority (ISA).

#### The Appointment

The decision of the interview panel is made on the basis of information gathered during the recruitment process. The successful candidate is normally made a verbal offer of the post within five days of the interview. This will be followed up by an offer letter within two days, to which they must respond in writing.

Unsuccessful candidates are informed either by telephone or in writing within five days.

All appointments are conditional, subject to satisfactory completion of pre-employment checks which include proof of identity and address, right to live and work in the UK, enhanced DBS check with barred list information, verification of professional qualifications and receipt of two satisfactory references. Medical clearance will also be required. A check is made to ensure that any candidate who is to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State. Original copies of all documentation will be requested.

New staff are required to complete a Childcare Disqualification declaration form. Should there be a concern that a candidate may be disqualified, advice would be sought from Schools' Team Personnel in the first instance.

#### Data Protection Regulations

The storing and processing of personal data and sensitive data provided by candidates is subject to strict guidelines provided by the school within our Data Protection Policy on security and confidentiality.

The application forms of unsuccessful candidates will be kept on file for six months from the date of interview and then destroyed.

#### Induction Procedures

An induction programme will be provided for newly appointed staff in order to:

- Share information about the school's policies and procedures;
- Provide basic child protection/safeguarding training;
- Confirm the standards of conduct and behaviour expected of staff and pupils within the school;
- Provide opportunities for the new member of staff to discuss any issues or concerns about their role or responsibilities;
- Enable the line manager or mentor to recognise any concerns or issues about the person's ability or suitability and address them immediately.

Date of Policy: Updated September 2018

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