



Policy:

Recruitment and Selection policy

1. Introduction

- 1.1 The Governing Body is **committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work**

The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the College's human resource requirements and to deliver the College Improvement Plan.

- 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 school's Equality and Diversity policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.
- 1.5 The procedure for the appointment of the Principal or Vice Principal differs from that of other staff. The Governors will follow [School Staffing Regulations 2009 Statutory Guidance Chapter 5: Appointing a Principal or deputy Principal](#)
- 1.6 In the event that Governing Body, in consultation with the Principal, decide to make a new appointment of an Assistant Principal the Finance, Personnel and Premises committee of the Governing Body will agree the job description and person specification for the post.

2. Delegation of Appointments

- 2.1 The Governing Body delegates all non-teaching staff appointments below the level of Business Manager and all teaching appointments below the level of Assistant Principal to the Principal. The Principal is expected to involve at least one member of the Governing Body in all appointments at and above middle leader (teaching and non-teaching staff) and governors who wish to be considered for involvement will be expected to undertake recruitment selection training, including "Safer Recruitment" training, at the earliest opportunity.
- 2.2 No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the governing body.

- 2.3 A selection panel will be drawn from all governors who have undertaken recruitment training and who have advised the Clerk to the Governors of his/her wish to be involved in staff appointments as required by the Principal.
- 2.4 The Principal may not delegate the final decision of appointment to any other senior manager or governor.

3. Advertisement of vacancies

- 3.1 Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.
- 3.2 The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement the details will be circulated by email or by any other means deemed suitable by the Principal, giving at least 5 working days for applications to be made.

4. Information for Applicants

All applicants for all vacant posts advertised internally or externally will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 An Application Form. CVs will not be accepted
- 4.3 An Information pack containing:
 - a description of the school relevant to the vacant post.
 - reference to the school's policy on Equality and Diversity.
 - reference to the Child Protection/Safeguarding Policy.
 - BS and other pre-employment requirements.
 - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
 - the closing date for the receipt of applications.
 - outline of terms of employment including salary.

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 for 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 employed as a teacher, a reference will be sought from the most recent employment working with children 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;
 - 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 substantiated 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 school 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 are matters for the Principal to decide in consultation with any governors involved in the process but the following will be adhered to:
- 6.1.1 Briefing:
All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.2 The formal interview:
Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant 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 child safeguarding issues. 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.
- 6.2 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7. Offer of Appointment by the Selection Panel

7.1 The offer of employment by the selection panel 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, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

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 school including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- 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 [Keeping Children Safe in Education](#) .

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. 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 school policy but in particular safeguarding and promoting the welfare of children

Appendix: Policy Statement on the Recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, the Governing Body of the Latimer Arts College complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the College is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.

- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the College who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working at the College. This will depend on the nature of the position and the circumstances and background of your offences.