



*'Doing our best to achieve our best'*

**Clarendon Primary School & Nursery**

## **Recruitment and Selection Policy**

### **Introduction**

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

The Governing Body 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 feel safe and can thrive.

The Governing Body 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 document 'Keeping Children Safe in Education'.

### **Aims of the Policy**

- To ensure that newly appointed staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities required to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of staff is followed.
- To ensure that all relevant equal opportunities legislation is 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 entitlements.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability through the provision of reasonable adjustments where necessary.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links made to our child protection policy and procedures, thereby ensuring as far as possible that all staff 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.

### **Responsibilities**

The Governing Body, with appropriate advice from the Headteacher, is responsible for determining the staffing complement of the school and for all appointments to the school staff.

The Headteacher and at least one governor will have delegated responsibility for the appointment of teachers; the Headteacher and at least one governor or member of the Senior Leadership Team (SLT) will have delegated responsibility to appoint other staff outside of the leadership group; the Headteacher and at least one governor will have delegated responsibility for the appointment members of the SLT; and at least two governors and an external advisor will have delegated responsibility for the appointment of the Headteacher.

Once the selection panel has been agreed, the lead person, in conjunction with the panel, 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.

## Safer Recruitment

Matters relating to child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process; from the identification of recruitment need and subsequent planning through to the selection process and appointment itself.

Particular measures in place to help ensure safe recruitment practices, compliant with DfE advice, are adhered to are identified throughout this policy and are the responsibility of the selection panel for ensuring they are implemented. **(N.B – The safeguarding measures noted in this policy are neither exhaustive nor intended to remove the need to refer to the most recent DfE guidance as and when necessary.)**

## The Planning Process

The Governing Body, in conjunction with the Headteacher, 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 for 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 selection panel.

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 and abilities required by the postholder.

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 entitlement.

### Safeguarding Measures

- A statement of the school's commitment to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.
- The job description will clearly set out the extent of relationships and contact with pupils and the degree of responsibility for children and young people that the postholder will have.
- All person specifications will give consideration to the need for the postholder to be suitable to work with children and young people. 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 shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

## Advertising

### All posts

All teaching and non-teaching posts will be advertised internally within the school and advertised on 'Eteach'. They will also be advertised, as appropriate, on other relevant internet job site and/or in the national/local press.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff and therefore advised internally 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, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

### Leadership posts

Headteacher and Deputy Headteacher posts will be advertised as the Governing Body considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs sites, and may additionally be advertised in a nationally printed publication.

Where the Governing Body has determined that there is good reason not to advertise a leadership post the decision-making process will be clearly documented.

#### **Safeguarding Measures**

- All advertisements will include a statement about the school's commitment to safeguarding and promoting the welfare of children and young people.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

### **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 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;
- 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.

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

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, education and employment history, declaration of relationships, details of referees and a statement of personal qualities and experience.

### **The Selection Process**

#### The selection panel

A selection panel of at least two people will be set up prior to the shortlisting process. The members of this panel will be comprised of the Headteacher plus any of the following, as appropriate to the post:

- Governor or governors
- Deputy Headteacher
- Line manager for the post
- The local authority's representative (for Headteacher and Deputy Headteacher appointments)
- Professional advisers where particular expertise or guidance is required.

Wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment and selection and interviewing and at least one member of the panel will have completed 'safer recruitment training.'

Where a candidate is known personally to a member of the selection panel this fact should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and to ensure equal treatment of candidates.

### **Safeguarding Measures**

- At least one member of the panel will have completed appropriate 'safer recruitment training'.

### Shortlisting

Prior to shortlisting, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the shortlisting process, to accommodate a disability, then this will be notified to the chair of the selection panel.

The shortlisting 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.

If a disabled applicant meets the minimum criteria for the person specification then he/she will be shortlisted.

### **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 shortlisting 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.

### References

References will be requested for all shortlisted candidates, including internal applicants, prior to interview. *(Where this has not been possible or these have not been received before the interview takes place, any subsequent job offer will be made dependent of the receipt of satisfactory references.)* 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, (including 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. Any applicants currently working in a school setting will be expected to give the headteacher of that school as one of the referees. References from family members or friends will not be acceptable.

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 relevant and objective information, including information to verify the applicant's suitability to work with children and young people.
- 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.

### 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.

Where criminal record declarations are made at shortlisting stage, applicants will be asked to provide details of any cautions, convictions, reprimands and final warnings that are not protected, (i.e. that are not filtered out) as well as any other relevant information, prior to interview.

Where shortlisted applicants have disclosed a criminal record or have proceedings pending against them, and/or have had any sanctions imposed by the Teaching Regulation Agency or the National College for Teaching and Leadership / 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.

### 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 taking place in order that reasonable adjustments can be made to the recruitment process, if required.

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 observations, 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 and young people. The selection panel will ensure that all candidates are asked the same core 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 will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

### **Safeguarding Measures**

- Invitations for interview will require candidates 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 education 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.

### **Job Offers to Successful Candidates**

#### Job offers

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. A written offer of appointment will include any terms upon which the offer is made conditionally, 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.

#### Conditions of Appointment

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

- The receipt of at least two satisfactory references, if not already received;
- Verification of the appointee's identity, if not verified following interview;
- A satisfactory Enhanced DBS Check, (including a check of the Children's Barred List);
- Verification of the appointee's medical fitness to undertake the role;
- Verification of the appointee's right to work in the UK, (including a photocopy of the original evidence provided);

- Verification of the appointee's qualifications, if not verified following interview.

Where it is a requirement of the post the offer will also be conditional upon:

- Verification of professional status, e.g. QTS/QTLS status, successful completion of statutory induction etc;
- A completed declaration form to confirm the appointee is not restricted in the work they may perform under childcare disqualification regulations;
- Satisfactory completion of a probationary period.

If the successful candidate has lived or worked outside the UK, the offer of employment will also be conditional on such additional checks as the school deems appropriate.

If any of the following circumstances come to light during the vetting process the facts will be reported to the Disclosure and Barring Service, (DBS) and/or the police, as appropriate:

- 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;
- There are serious concerns about an applicant's suitability to work with children.

### **Appointment and Promotion of Existing Staff**

The school values the contribution of all staff within the school community and 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 alongside external candidates, based on the essential criteria for the post.

### **Use of Fixed Term and Temporary Contracts**

Where it is determined that posts are only 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 reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the postholder 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 postholder to be offered the permanent contract. It will be for the Governing Body/Headteacher to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the school and the original recruitment process that was undertaken.

### **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 that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance;
- With appropriate adjustment, adopt similar recruitment measures for **contractors** as for employees, and for **volunteers** as for paid staff.

### **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 ongoing evidence of that right during employment. (The school is not currently licensed to sponsor migrant workers who require sponsorship in order to work in the UK under Home Office rules.)

### **Monitoring**

The Governing Body is mindful of its commitment to best practice in recruitment and its obligations under both the Equality Act 2010 and DfE safer recruitment guidance and 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 Governing Body on an annual basis.

### **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 six months, after which time they will be securely destroyed. Inappropriate access or disclosure of recruitment data constitutes a data breach and will be reported in accordance with the school's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

### **Status of Policy and Review**

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

Date reviewed by governing body: Spring term 2020

Date due for review: Spring term 2023