

# RECRUITMENT POLICY

The County High School, Leftwich understands that recruiting top performers is integral to sustaining top performance. The following procedure is in line with the DFE's Keeping Children Safe in Education document and outlines the Academy's recruitment and selection process in our attempt to attract, recruit and retain the most able colleagues, who also exhibit the professional and personal qualities that befit "the family" that is The County High School, Leftwich.

## 1. Recruitment and Selection

- Teaching vacancies will usually be advertised externally unless the Principal justifies to the Governing Body objective reasons for an internal advertisement. However, the Academy will always endeavour to appoint the best candidate based on merit in order to secure high student achievement.
- Support Staff vacancies will also usually be advertised externally, through the need for greater flexibility will be recognised in filling posts the hours of which are unconventional (such as cleaning staff contracts) or very few (such as mid-day assistants).
- All vacancies will have an advertisement, a job description which reflects the duties to be undertaken and a person specification which will identify the essential and desirable requirements of the post. These documents will promote the significance of Safeguarding and Equal Opportunities' legislation.
- Senior Leadership and teaching vacancies will normally be advertised using TES Online. Support Staff advertisements will be placed in the local press. All vacancies will feature on the Academy's website.
- All candidates will be expected to apply by application form; CVs will not be accepted. Completed application forms must be received by the time specified in the advertisement. Only in exceptional circumstances, explained to and verified by the Business Manager: Personnel, will a late application be accepted.

## 2. Safer Recruitment

In line with the Academy's approach to Safeguarding and promoting the wellbeing of children and in complying with the Asylum and Immigration Act, the following measures will be implemented:

### Pre-recruitment

- The advertisement will always state: “The Academy is committed to safeguarding and promoting the wellbeing of all its students and expects all its staff to share this commitment. Appointment is thus subject to a satisfactory enhanced Disclosure and Barring Service check.” It will also note that “The County High School, Leftwich is committed to Equal Opportunities in Employment.”
- In the recruitment pack, an information sheet will always emphasise that the appointment “... is subject to satisfactory references and an enhanced Disclosure and Barring Service check”. It will also stress that “... only applications submitted on the enclosed application form will be considered”, emboldening “Please do not enclose a separate CV.”
- The Person Specification will always include within the “Essential” criteria “Suitable to work with children” and reference the required qualifications.

### At the shortlisting stage

- Any gaps in the employment history will be noted and investigated by the Business Manager: Personnel, prior to interview, who will also ensure full completion of the application proforma, paying particular attention to the section requiring disclosure of “Spent” and “Unspent” convictions.
- References will always be sought prior to interview and will comprise a separate Safeguarding proforma.
- The Business Manager: Personnel will also check the “Prohibition to Teach” website.

### At interview

- All interviewees will be expected to produce original copies of all qualifications noted on their application proforma, as well as documents which will evidence their identity (passport/driving licence) and verify their address (bank statement/utility bill), any name changes and proof of entitlement to work in the UK.
- At least one member of the formal interview panel, which includes a Governor, will have undertaken Safer Recruitment training, but at all stages of the interview process, all colleagues who meet or interview candidates will be sensitive to their suitability to work with children via the Academy’s ongoing and up-to-date Child Protection training.

### Post Interview

- A written offer of employment will be made subject to the receipt of satisfactory references (should one or both not have been received by

the interview date, although the Academy will make every effort to secure them pre-interview) and a satisfactory Disclosure and Barring Service clearance.

- When the successful candidate has received his/her Disclosure and Barring Service certificate, s/he will be expected to visit the Academy before taking up post in order to enable the Business Manager: Personnel to verify its authenticity and to note any information which might necessitate further investigation.
- When this Safer Recruitment process has been completed satisfactorily, the Business Manager: Personnel will update the Academy's Single Central Record.

### **3. Shortlisting**

- Shortlisting will usually be undertaken by at least two people to provide greater assurance of objectivity. At least one member of the shortlisting team will be a Senior Leader and applicants invited to interview will meet all the essential criteria.

### **4. Interview Process**

(A) For teaching posts, the format will include elements of the following:

- Arrival and welcome by the Principal and Business Manager: Personnel, incorporating checking of documentation such as identity and qualifications relevant to the post.
- A tour of the Academy with students.
- Teaching observed by a Subject Leader and members of the Senior Leadership Team.
- Professional Conversations and / or giving a presentation and / or a written task.
- Further shortlisting will take place at lunch-time, followed by a more formal panel interview chaired by a member of the Governing Body.
  - Following the afternoon panel interview, the Governor will chair a discussion to determine the successful applicant to whom a verbal offer will be made the same day. The offer of employment will then be confirmed in writing, subject to the satisfactory completion of appropriate checks such as DBS and references.
  - Unsuccessful interviewees will also be informed on the day and feedback offered to be provided at a mutually convenient time.
  - For appointments to the Senior Leadership Team, the interview process might extend to two days.

(B) For support staff, the interview process will be very similar to that above, usually substituting the teaching element with a role-specific task. However, appointment to the cleaning and mid-day assistant teams will be made following an interview conducted by at least the Business Manager:

Personnel and Site Manager or Pastoral Administration Manager, as appropriate.

### **Note**

At least one member of an interviewing team will have successfully completed “Safer Recruitment” training and the importance of Safeguarding will feature prominently throughout the interview process.

### **Agency Staff**

In complying with “Workforce Reform”, the Academy recognises the need to employ agency staff to cover short and long-term absences. The following process will apply:

#### **(A) For long-term absence**

- i. Initial contact with an agency will be made by the Curriculum Support Team, who will specify to the agency the requirements of the post.
- ii. The agency will forward CVs for the Subject Leader and his/her Senior Link to consider.
- iii. Selected candidates will be invited for a day’s teaching, which will enable observation by the Subject Leader and / or Senior Link.
- iv. The agency will forward the Certificate of Compliance for each candidate which incorporates:
  - Proof of identity signed by the Curriculum Support Team
  - DBS
  - Qualifications
  - References

This paperwork will be retained by The Business Manager: Personnel.

#### **(B) For short-term and daily supply**

As stated in (i) and (iv) above.

Approved at Resources Committee: 22nd May 2018

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This document is part of the group which includes Safeguarding, Child Protection, Behaviour for Learning, Anti-Bullying, Acceptable Use, Online Safety, Exclusions, Policy Statement Additional & Special Education Needs, Drugs’ Education, Use of Images, Student Illness, Accident & First Aid, Use of Force, Supporting Students with Medical Conditions, Single Equality Scheme and Health & Safety Policies.