

Recruitment Policy

Agreed by SLT: September 2019

Agreed by Committee: Staffing and Pay Committee July 2019

Review: July 2021

Signed by:



Recruitment Policy

1 RATIONALE

It is vital that suitably qualified, high quality members of staff are appointed to deliver and support the curriculum and the young people at James Brindley Academy. It is the policy of James Brindley to recruit the best person for each vacancy, regardless the protected characteristics set out in the Equality Act 2010. Further, a decision to shortlist, interview or appoint will take no account of an applicant's trade union membership or non-membership.

2 PURPOSE

To ensure, in the light of availability of resources and the requirements of the curriculum and needs of the young people, that the most suitable members of staff are appointed, fairly, openly and as early as possible.

3 SAFER RECRUITMENT

The Governing Board of James Brindley has drawn up this policy in accordance with the School Staffing (England) Regulation 2009 and Keeping Children Safe in Education Statutory Guidance for the safe and legal employment of people to work in the Academy.

The Governing Board is committed to the welfare of children and young people in its care. It recognises that the legal requirements for recruiting and employing people to work in the Academy include provisions specifically to protect children from harm and that following these provisions is an essential part of its duty of care. It also recognises that the legal requirements for checking prospective employees' right to work in the United Kingdom protect those responsible for recruitment from fines for infringing the law.

The Governing Board will ensure that all employees are made aware of this policy, the Safeguarding and Child Protection policies and the General Data Protection Principles. It will publish them through its scheme of publication in accordance with the Freedom of Information Act.

3.1 Responsibilities of the Governing Board:

- a) The Governing Board will ensure that the Safer Recruitment requirements are applied to the selection of all roles including that of a Principal and a Vice Principal.
- b) The Governing Board has the discretion to use a person's previous Disclosure and Barring Service (DBS) clearance, subject to carrying out a new barred list check if a requirement of the role, or to carry out a status check on the Update Service, subject to conditions outlined in the Keeping Children Safe in Education statutory guidance.
- c) The Governing Board requires the Principal to carry out the appropriate risk assessment in connection with a positive disclosure obtained through a check with the DBS.
- d) The Governing Board expects the Principal, where appropriate to take advice from the LADO Team on a positive disclosure if necessary.
- e) The Governing Board will arrange as necessary for some or all Trustees to undertake training in Safer Recruitment specified in the School Staffing Regulations 2009.

3.1 The Principal is required to ensure the following:

- a) all required pre-employment checks on new employees, including casual and short-term employees, are made and completed satisfactorily before a formal offer of employment is made and these checks are recorded as required in the Single Central Record (SCR)
- b) the SCR is kept of the checks already undertaken on existing employees
- c) the required written confirmation of all required checks is obtained and retained on file, from agencies and third party organisations supplying staff to the Academy, including organisations providing specialist instructors and centrally managed services, ensuring details of staff supplied by agencies and third party organisations working more than three times in 30 days are recorded in the SCR.
- d) the identity of each and every person supplied by an agency is checked by the Academy before the person starts work
- e) self-employed people engaged directly by the Academy are subject to the same checks as would be the case if they were employed by the Academy
- f) the checks involve copying (or scanning) each specified document as required, signing and dating the copy and placing and retaining the copy in secure storage in accordance with GDPR
- g) for all volunteers to undertake the level of checks appropriate to the level of supervision they receive whilst on placement
- h) barred list checks are not carried out on any person, including volunteers, who are not in or seeking to enter regulated activity

4 GUIDELINES

The Governing Board is committed to following the Keeping Children Safe in Education [statutory guidance](#)

The Governing Board is committed to its legal duties and responsibilities in respect of [equality in employment](#).

The Principal is required to ensure that checks on the [right to work in the United Kingdom](#) comply with the requirements of the Immigration, Asylum and Nationality Act 2006.

- a) The advertising, interviewing and appointment of staff will take place as early as possible but only after the Principal's and/or the Head of Finance's approval, to ensure a wide field of choice, see at 5.2 Advertising.
- b) The recruitment panel will consist of at least three members of staff, one of which (either the Chair or the Lead) will have completed the Safer Recruitment training. The Chair is the most senior member of staff on the Panel, the Lead post is necessary if the Chair is not responsible of overseeing the process.
- c) They will agree in the contents of the Job Description, Person Specification and format of the interviews prior to advertising vacancies.
- d) Members of the selection and interview panel will be the same for all candidates, where possible.
- e) The assistance of Trustees (with the exception of Staff Governors, who may participate in recruitment processes in their capacity of a regular member of staff) and outside agencies may be sought at various stages in the appointment process, as detailed below. Trustees will be invited to sit on the interviewing panels for any post on the Leadership spine and for support staff positions above Grade 5.
- f) All appointments of staff will be subject to the appropriate Safeguarding and Right to Work checks.

5 PROCEDURE

5.1 Recruitment panels

Panel members are to treat any information about candidates and about the recruitment process as confidential and required not to disclose to other candidates or third parties.

5.1.1 Teaching Staff – Panel requirements

- a) Panel should consist of Principal/Vice Principal (or delegated LT member), Head of Curriculum/Sector or other member of staff if appropriate. In most cases there would be a minimum of three members of staff on the panel. Wherever possible representatives, of the **Student Council** will be actively engaged in the recruitment process. Trustees will be invited to sit on the interviewing panels for any post on the Leadership spine.
- b) Assistant Principal posts
The panel should consist of the Principal, one or two members of the LT, and a Trustee.
- c) Vice Principal posts
The panel should consist of the Principal and at least two Trustees.
- d) Principal post
The panel should consist of a minimum of five members of the Governing Board, including the Chair of Trustees, who can ask for external adviser(s) to attend if they wish, but only Trustees have voting rights. Further details are as per the [National Standards of Excellence for Headteachers](#) document.

5.1.2 Non-Teaching Staff – Panel requirements

- a) At least one member of LT will be involved in the recruitment process.
- b) For positions within Corporate Services appropriate selection tests should be given according to level and type of skills required.
- c) Trustees will be invited to sit on the interviewing panels for any support staff positions above Grade 5.

5.1.3 Internal Appointments

- a) In case of internal promotion, the employees will be made aware of the conditions attaching to the promotion.
- b) For teaching posts: The interview panel will consist of the Principal or Vice Principal and two members of staff from LT/Head of Sector/Head of Curriculum.
- c) For all other posts: Recruitment will follow the procedures outlined for external appointments.

5.2 Advertisement

- a) Before any post is advertised, the Principal's and/or the Head of Finance's agreement is to be obtained in writing.
- b) All vacancies including promotions will be advertised, where appropriate, both externally and internally. Principal posts should be advertised at national level.
- c) Advertisements will be placed in such a way that no individual or group is disadvantaged from making an application. Applications will be treated according to the Academy policies relating to equality.
- d) Advertisements will contain sufficient information for the basic requirements of a post to be recognised and will reflect the requirements of the Job Description and Person Specification.

- e) There will be a reasonable minimum time for applications to be received (minimum one week).
- f) All advertisements include a statement to the effect that the Academy “is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment” and a statement that the successful applicant will require an enhanced disclosure from the DBS.
- g) The Academy reserves the right to close advertising campaigns early should a sufficient field of applications be received.

5.3 Application Forms

- a) The standard James Brindley application form which states at the outset a commitment to equality will be used; CVs will not be accepted.
- b) Application Guidance Notes and the full Job Descriptions and Person Specifications will be available on the Academy’s website during any recruitment campaign.
- c) The application form will make adequate provision for each candidate to indicate fully his or her suitability for the post in question.
- d) Candidates will be asked to disclose any details of criminal records in line with the [Rehabilitation of Offenders Act 1974 \(exceptions\) Order 1975](#).
- e) They will also be asked whether they require and special arrangements for interview.
- f) References will be requested promptly, before the interviews. If necessary, details of the references will be discussed with the candidates during interview.
- g) Candidates will be informed at application stage that if they have not heard within six week of the closing date their application would have been unsuccessful.

5.4 Job Description and Person Specification

- a) The Chair/Lead of the recruitment panel is to ensure that the Job Description is clear, concise, up to date and reflect the generic and specific requirements for the job. Job Descriptions are to include a statement that the employee is responsible for promoting and safeguarding the welfare of children for whom he or she is responsible or comes into contact.
- b) The Person Specification will be based upon the abilities, skills, experience and knowledge required by the job description.
- c) Person Specifications are to include a clear statement about the requirements for any applicants to demonstrate their suitability to work with children and that this will include ability to maintain appropriate relationships with children and emotional resilience to challenging behaviour.
- d) The Method of Assessment will indicate which stages(s) the certain criteria will be assessed, ie Application From (AF), Interview (I), Test/Task (T), Lesson Observation (LO)

5.5 Shortlisting

- a) The shortlisting pack will be available from Human Resources (HR) department usually within two working days after the closing date.
- b) Applicants’ personal information and the Equality Monitoring sheet will not be disclosed to the recruitment Panel.
- c) Applications are to be shortlisted following all essential criteria on the Person Specification where the method of assessment is “AF”. The list will be provided by HR on the Shortlisting Matrix. Upon completion, it must be signed by the Chair/Lead of the Panel.

- d) Should there be a large number of applications submitted to an advert, the Panel may decide to undertake long-listing and/or include the desirable criteria in the shortlisting.
- e) Applications will be shortlisted by at least two members of the interviewing panel. The member of the recruitment panel who is trained in safer recruitment will take part in shortlisting.
- f) For leadership positions, at least two members of the Interview Panel, including the Principal (or delegated LT representative) should carry out the shortlisting.
- g) Gaps in education or employment, or discrepancies between information on the application form are to be explored.
- h) At least two job-related written references, including one from the current employer or most recent employer (or training establishment) or most recent employer in respect of employment with children, should be obtained before interviews take place.

5.6 Interviews

- a) There will be a minimum of three candidates invited for interview wherever possible.
- b) A preliminary meeting of the interview panel will be arranged to plan tasks, questions and approach to be taken on the interview day.
- c) Members of the panel must declare an interest where it exists and withdraw if the rest of the panel deem it necessary. Note of the declaration is to be made on the recruitment documentation.
- d) The same set of questions will be asked of all candidates attending the interview.
- e) The panel should devise tests and draw questions based on the criteria marked as “Interview” on the Person Specification. Scoring for each stages of the recruitment process should be agreed in advance.
- f) Candidates will be provided with information and relevant documentation about the process. Those selected for interview will receive a formal invitation and will be requested to bring relevant documentation for the pre-employment checks.
- g) For all teaching appointments a lesson will be taught and observed by preferably two members of staff, of whom at least one is a member of the recruitment panel.
- h) For posts where it is deemed necessary, the candidates may be requested to give a presentation / complete a task on a topic outlined in the interview letter.
- i) All documentation about the recruitment and selection is retained securely for six months in accordance with GDPR, after which they are destroyed, except for the items relating to the successful applicant.
- j) All candidates will be notified of the outcome at the earliest opportunity.
- k) The delegated recruitment panel member is to provide verbal feedback to the unsuccessful candidates. Reasons for rejection is to be recorded on the Interview Outcome provided by HR.
- l) A formal letter offering the post will be sent promptly and written acceptance sought from the successful candidate.
- m) All newly appointed members of staff are subject to a six month probationary period.
- n) All necessary and relevant documentation for the successful applicant is held within a person’s personnel file, including:
 - Recruitment paperwork
 - Two written references
 - Evidence of right to work, signed and dated
 - Where applicable, the Childcare (Disqualification) Regulations 2009 form
 - Evidence of completed DBS check, including barred list check. Photocopies or scanned images of the original certificates should not be held on file.

- Evidence taken from DfE website's Teacher's Services of prohibition; EEA and section 128 checks where applicable
- Evidence of pre-employment medical clearance
- Completed overseas declaration
- Evidence of qualifications essential to the role
- Written confirmation from agencies supplying staff
- Risk assessments pending the outcome of a DBS check to remain on file for the lifetime of the employee.

5.7 Induction

- a) The Principal is expected to ensure that arrangements are made for suitable induction and training for all the employees new to the Academy on a termly basis.
- b) All new starters will be invited and expected to attend an induction day the closest to their agreed start date.
- c) The Principal is required to ensure that induction arrangements are to include in the first week all relevant aspects of the Academy's child protection policy, including the identity of the Academy's Designated Safeguarding Lead/s.
- d) This is in addition to statutory induction for newly qualified teachers and probation for all staff.
- e) New members of staff will be informed as part of the induction process that it is obligatory to report any criminal conviction which they incur after appointment.

6 GENERAL

- a) All appointments will be subject to the successful candidate providing evidence of specified qualifications.
- b) All appointments will be subject to the successful candidate, where appropriate, providing evidence of their Right to Work in the United Kingdom.
- c) All appointments will be subject to the successful candidate having had a satisfactory enhanced safeguarding check.

7 MONITORING

- a) Biennial review of practice and procedures for appointments by the Leadership Team (LT).
- b) The Staffing & Pay Committee will review the policy bi-annually and monitor LT ensuring that diversity of recruitment panels is managed effectively and make recommendations in relation to equality and diversity.
- c) Annual Recruitment Equality Reports will be provided to the Staffing and Pay Committee for analysis and recommendations.

OTHER POLICIES & PROCEDURES LINKED TO THE RECRUITMENT POLICY

Public Sector Equality Duty Policy

Lanyard flowchart