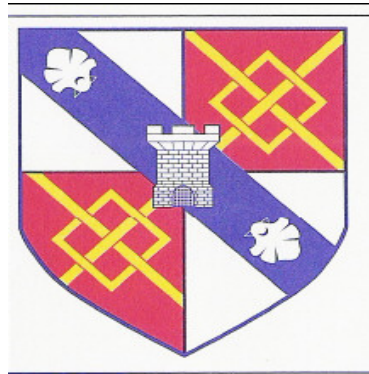


EARL SPENCER PRIMARY SCHOOL

"STRIVING FOR EXCELLENCE"



SAFER RECRUITMENT POLICY

Date reviewed:

Reviewed by:

Ratified by Governors:.....

Responsible Personnel: Head Teacher
Governing Body Committee: Every Child Matters

Adopted 16 October 2013
To be reviewed on an Annual Basis

RECRUITMENT AND SELECTION HANDBOOK FOR SCHOOLS

Incorporating pre-appointment checking procedures

1. Introduction

This policy is based on Northamptonshire County Council's handbook which has been produced for schools to bring together all the elements of advice relating to recruitment of school employees in one comprehensive document. The handbook provides:

- a model policy for governing bodies to adopt on recruitment and selection procedures which incorporates current employment legislation and good employment practice;
- current advice on procedures that schools need to have in place regarding pre-employment checks.
- Guidance on the actions required to ensure adherence to the Safeguarding Vulnerable Groups Act 2006 legislation as amended by the Protection of Freedom Act 2012.
- Compliance with the Schools Staffing (England) Regulations 2009
- Compliance with the Schools Staffing (England) (Amendment) Regulations 2012
- The Education (School teachers) (Qualification and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012.

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1. RECRUITMENT AND SELECTION

1.1 Policy Statement

Recruitment and selection is one of the most important management functions. The whole process represents a significant investment in both financial and other resources. Our policy is to ensure that the school adopts fair and consistent recruitment practices that will ensure the recruitment of a diverse workforce that will add value to the organisation and achieve the aim of providing a cost effective and quality service to the people of Northamptonshire.

1.2 Scope of this procedure

This procedure applies to all school-based staff. Where the Governing Body wishes to deviate from this proposed policy or adopt any other policy, it is the responsibility of the Governing Body to arrange consultation with appropriate representatives from recognised trade unions and professional associations.

1.3. Responsibility for Recruitment

The Council is the employer of staff based in community and voluntary-controlled schools and the Governing Body and Head Teacher have delegated responsibility for recruiting, selecting and managing staff. When recruiting, Community and Voluntary Controlled schools must follow the policies which govern the Council's pay and benefits arrangements to ensure continuity across the organisation and to maintain the integrity of the new pay and grading arrangements. These schools must comply with the Support Staff Pay Policy, grading scheme and pay structure for all Local Government Service employees. The Pay Policy is available on the handbook.

In Voluntary-Aided and Foundation schools and academies the Governing Body is the employer. Earl Spencer Primary School has adopted the Council's pay and benefits arrangements and should therefore act in accordance with the appropriate policies and documentation

For the appointment of Head, Deputy and Assistant Heads (if applicable), the full Governing Body will establish a selection panel. A representative of the Director of Customers, Communities and Learning may also be present to offer advice. The panel will consider this advice before making any decision.

For the appointment of other teaching staff and support staff, the Governing Body, after deciding to recruit to the vacant post, will normally delegate this responsibility to the Head Teacher. The Head Teacher may wish to include governors in the selection process depending on the post.

1.4 Principles of the procedure

Effective recruitment is fundamental to the school's success. Finding people with the necessary skills, experience, qualifications and attributes will enable the school to deliver its objectives and make a positive contribution to its values and aims.

This procedure is designed to help appoint the best person for the job. It will also help to ensure that the school recruits a diverse workforce and will help to ensure that the process is cost effective.

All posts will be advertised; this may take a number of different forms. The Head Teacher and Governing Body are responsible for adopting the most appropriate method.

In recognition of the need to increase the diversity of its workforce in order to reflect the community that is served, recruiters need to be fully aware of equal opportunities legislation and understand how discrimination can occur both directly and indirectly in the recruitment process.

Where applicants indicate that they have a disability and they meet all of the essential requirements of the post, they should be guaranteed an interview for the post.

Those taking part in short-listing, selection and interviewing should have been appropriately trained in recruitment and selection techniques. Where this has not already been achieved, at least one person taking part in the process must have successfully completed Safer Recruitment training.

1.5 Legal Aspects

The Equality Act 2010 contains a range of new rights, powers and obligations to ensure equality in both employment and service provision.

The legislation replaced nine existing anti-discrimination laws, and more than 100 other measures, with a single Act and simplified the law by removing inconsistencies to make it easier for employers and employees to understand and comply with.

The main provisions of the Act took effect on 1st October 2010, with further provisions including the key public sector duties implemented on 1st April 2011.

The Act covers nine 'protected characteristics', which are:

- Age – (all age ranges)
- Disability
- Gender (Sex)
- Gender Identity
- Race (Colour, nationality , ethnic or national origin)
- Religion or Belief (Faith) – or no belief
- Sexual Orientation
- Marriage and Civil partnership
- Pregnancy and Maternity

The legislation renders it unlawful to discriminate directly or indirectly, this includes applying requirements or conditions which have a disproportionately disadvantageous effect on people in specific groups unless these can be justified.

The Rehabilitation of Offenders Act 1974 provides that if a convicted person completes a specific period without being convicted of further offences the conviction may be

regarded as being 'spent'. These sentences do not have to be revealed and may not be used as grounds for exclusion from employment. However, jobs that involve work with children and vulnerable adults are exempt from the provisions of the Act. In practice this means that for all school-based posts, applicants are required to disclose any criminal convictions when applying. Disclosure of convictions, either by the applicant or as a result of the DBS check, will not necessarily exclude an individual from employment. Employment decisions should have regard for the nature of the offence committed. In all cases where criminal convictions are disclosed advice should be sought from an HR Advisor. The schools policy on DBS checks and the Recruitment of Ex-offenders is available on the secure HR policy website and on the extranet. Schools are required to adhere to the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Under the Immigration, Asylum and Nationality Act 2006 it is an offence to employ a person without an entitlement to work in the UK. This Act introduced a requirement for employers to:

- Obtain original documents
- Check original documents
- Save copies of the documents

Further guidance on the documents required can be found on the Border Agency website or your HR Advisor.

Recruiters must comply with the Data Protection Act 1998 for job applicants. Therefore appropriate security measures should be taken to prevent unauthorised or unlawful processing, disclosure, destruction, loss or alteration of information.

It is unlawful to refuse employment on the grounds of trade union membership or non-membership.

Governing Bodies must also make reference, where applicable, to The School Staffing (England) Regulations 2009 requirements in respect of safer recruitment training (Regulation 9); and manner of appointment (Regulations 12 and 24).

Further guidance on the legal aspects of recruitment and selection is available from your HR Advisor.

1.6 When a vacancy first arises

The arrangements made for recruitment and selection must be appropriate to the needs of the job, the nature of the vacancy and the job market. They must be lawful and follow good practice and allow sufficient time to ensure that the appropriate vetting and barring checks can be completed. Before preparing to fill a post the Head Teacher/Governing Body should consider the following:

- whether the post is still required or needs to be in its present form
- what type of contract is appropriate;
- revising or preparing the job description and person specification;
- who will be involved in the recruitment process;

- how the Safer Recruitment requirements will be met
- what timescales are required to ensure that pre-employment checks can be completed
- draw up a clear and realistic timetable for recruitment, taking account of advertising media; and
- how best to attract candidates.

For recruitment flow chart see Appendix 1A

1.7 'Contracts' Of Employment and 'Written Statements'

A 'contract' of employment exists when an employer and employee agree the terms and conditions of employment. Both are bound by the agreed terms. A contract need not be in writing, but employees are entitled to a 'written statement of the main particulars' of their employment, more commonly called the 'written statement'. The written statement is not in itself a contract but provides information on the contract's main terms. So although some organisations use the phrases interchangeably, the contract of employment is wider than just the written statement.

The 'written statement' must be given within two months of the date employment begins. A qualifying employee who is dissatisfied because he or she has received no written statement may refer the matter to an employment tribunal. So it is very important that the written statement is created accurately and sent to the employee for signature within the required timescale.

Before the recruitment process begins it is important to be clear about what type of contract is needed.

The most common type of contract is a permanent, open-ended one. The assumption is made that the contract will continue indefinitely, although provision is made for termination by notice by either party. Termination can take place for redundancy, disciplinary, capability, statutory restriction or some other substantial reason but proper policies and procedures for doing this must be followed. Generally, an employee's termination is due to movement to another job.

Fixed-term contracts should be used for specified periods of time or when employment will end when a specified task has been completed, or a specified event does or does not happen. Examples include employees covering for maternity leave and peaks in demand and employees on task contracts such as, for example, setting up a database.

A fixed-term employee accrues the same rights as a permanent employee if he or she accumulates sufficient continuous employment. This may be acquired through a series of separate fixed-term contracts, even in different schools across the country.

The use of successive fixed-term contracts was limited to four years in July 2002, unless the use of further fixed-term contracts is justified on objective grounds. If the Head Teacher believes they have objective grounds for extending a fixed-term contract beyond four years the nominated HR Advisor should be alerted in good time to ensure that the matter is managed in accordance with the law on fixed-term working.

Where the Council is the employer, the Head Teacher should make employees on fixed-term contracts aware that vacancies are published in the Schools Bulletin.

If an NQT is employed on a fixed term contract of a minimum period of one term (**three term year**) they should be registered for Induction with the Appropriate Body. The school must comply with all NQT induction requirements; see section 3.10.

Casual Engagements - Casual Workers should only be engaged when there is a need for short term or intermittent cover where work or hours cannot be guaranteed. The most common types of casual workers in education are cleaners, lunch-time supervisors, supply teachers and teaching assistants. The Head Teacher is responsible for ensuring that the casual worker has undergone the appropriate checks including an Enhanced DBS check where appropriate.

Decisions to engage a casual worker must be based on the requirement being truly casual - i.e. short term and intermittent with no mutuality of obligation to offer work or for the individual to accept work. Head Teachers should seek advice from their HR Advisor regarding the rights of casual workers, working arrangements and the most appropriate form of engagement.

Casual employees' pay information is available in the Pay Structure – Casual Workers Guidance. Additionally reference must be made to the Policy on Engagement of Casual Workers.

The Head Teacher will also need to specify the working arrangements that will apply – either to the initial contract, or to subsequent variations.

The most common variable is whether an employee is working full time or part time. The law protects part-time workers from less favourable treatment than comparable full time workers, unless this can be objectively justified. This means part-timers are entitled, for example, to the same hourly rate of pay, access to pension schemes, entitlements to annual leave, maternity/parental leave and occupational sick pay (on a pro rata basis) and to no less favourable treatment in access to training.

Other arrangements common in education are:

- 38 weeks a year (term time)
- 39 weeks a year (term time plus one week)
- 40 weeks a year (term time plus two weeks)
- Full year/52 week working (i.e. working all year around)

The working arrangements will be reflected in the written statement in accordance with The Head Teachers instructions on the appointment and variation forms.

The initial written statement is created by LGSS Payroll & Recruitment Services. This is based on the information provided by schools on the New Appointment Form. It is essential that the forms are fully and correctly completed as the information is part of a list of details which have to be included by law. A copy of the application form and references must be sent in with the New Appointment form.

LGSS Payroll & Recruitment Services will use the information provided on the forms to issue the written statement, so it is important that it is fully completed and that the information is correct. If there is any doubt, please contact your HR Payroll Assistant within LGSS Payroll & Recruitment Services. In most instances, an existing contract cannot be varied except by mutual consent. This is often straightforward e.g. when a pay increase is awarded, or when an employee is promoted. Like the initial written statement, subsequent variations are also actioned by LGSS Payroll & Recruitment Services via a Contract Variation Form.

Notification of a variation to an existing contract must be given to the employee at the earliest opportunity, and in any event within eight weeks of the variation. Upon receipt of the correctly completed Contract Variation Form, LGSS Payroll & Recruitment Services will issue a Contract Variation letter.

As with new appointments, it is essential that the contract variation forms are fully and correctly completed as certain information has to be included by law.

If it is necessary to terminate a contract of employment to achieve a business change we would normally recommend making the affected employee a simultaneous offer of employment on the new terms. In such circumstances, the law requires the employer to consult employees and their elected representatives properly, honour collective agreements and, if it becomes necessary, to ensure that the correct notice periods and notifications are in place.

If there is a business requirement to change an employee's terms and conditions and The Head Teacher does not have, or does not anticipate having, the employee's consent to vary the existing contract, please involve your HR Advisor before taking any action.

1.8 Job description and person specification

The Head Teacher/Governing Body should ensure that they are clear about the content of the job and the attributes the job holder needs to undertake it. The job description and person specification are therefore an essential part of the preparation for recruitment. Where appointment is to a job from the job library these main accountabilities and knowledge skills and experience details must be taken from the job analysis questionnaire or the job family profile for the role.

The job description should clearly state:

- The main duties and responsibilities of the post;
- The individual's responsibility for promoting and safeguarding the welfare of children and young persons that they are responsible for or come into contact with;

The person specification should:

- Include the qualifications, skills and experience and any other requirements needed to perform the role in relation to working with children and young people;
- The competencies and qualities that the successful candidate should be able to demonstrate and;

- Explain how these requirements will be tested during the selection process.
- Specify the requirement for an Enhanced DBS Disclosure where appropriate

The school will use the standard format for person specifications. For support staff, in Community and Voluntary Controlled schools and in Academies, Foundation and Voluntary Aided schools that have chosen to follow the Council's pay and benefits arrangements, all appointments must be to a job from the job library. A live version of the job library can be found on the schools extranet.

If the job being appointed to is not represented by a job in the job library, please speak to your HR Advisor as a job analysis questionnaire for the new role must be completed and submitted to the Job Evaluation team for grading by a job evaluation panel. Details of this process can be found on the schools extranet.

For person specification see Appendix 1B

1.9 The Selection Panel

Establishing who will be involved in the short-listing and selection decision is important to ensure the availability of panel members. The panel composition may change at selection stages. However all selection decisions should be taken by at least two panel members and to ensure consistency, it is recommended that the same panel members are involved throughout the selection process. It is also a requirement that at least one panel member has successfully completed relevant recruitment and selection training and has Safer Recruitment accreditation. Wherever possible the panel should reflect the diversity of the local community.

For the appointment of a Head, Deputy Head or Assistant Head (if applicable), the full Governing Body will establish a selection panel. Where the Council is the employer, a representative of the Director of Customers, Communities and Learning may also be present to offer advice. The panel will consider this advice before making any decision.

1.10 Attracting candidates

There are many different forms of advertising; the purpose of the advertising method is to:

- attract a pool of suitably qualified applicants
- attract those who have the skills, knowledge or experience appropriate to the post to apply
- present the school as a good potential employer
- make clear the requirements of the post; and
- meet the legal requirements of good recruitment practice.

It is important that schools have a diverse workforce that reflects the local population with the optimum mix of skills and experience. Good recruitment and selection practice must be adopted to enable applicants to demonstrate their ability regardless of race, religious belief, gender, age, disability, marital status and sexual orientation.

The Head Teacher should adopt a targeted approach to vacancies so that consideration is given to:

- the likelihood of making a successful appointment
- internal staff development needs
- the workforce profile in terms of diversity in the department/service where the vacancy has occurred
- data on workforce composition and previous job applicant history for this employment group.

Schools should consider investing in positive action to:

- encourage applications from under-represented groups; and
- offer targeted development opportunities to employees from groups that are under-represented at senior levels.

1.11 Redeployment and ring-fencing

One way of minimising compulsory redundancies and redeploying employees who are at risk of redundancy and where the Council is the employer, is to redeploy employees at risk to other jobs within the Council or other schools, where applicable. In these circumstances employees are given priority consideration and would not compete in the normal way with external candidates. However, they would still have to demonstrate that they meet all of the essential requirements of the job description and person specification through the school's selection process. We strongly recommend that schools consider this option which ensures that skilled and experienced staff are retained. Details of those staff currently at risk will be held on a central register. Please contact your HR Advisor for access to staff currently at risk.

If a Head Teacher/Governing Body wishes to ring-fence a post, further advice should be sought from your HR Advisor. Ring-fencing limits the number of applicants to a defined pool. It may be considered appropriate for example where:

- the vacancy is being offered as a redeployment opportunity in a redundancy programme;
- there is no overall increase in headcount due to a matching arrangement in a restructuring exercise; or
- an existing fixed-term contract is expiring.

1.12 Advertising

The normal practice should be for all posts to be advertised externally and internally. However there may be circumstances where The Head Teacher wishes to discuss recruitment options with their HR Advisor prior to placing an advertisement.

This policy is a positive step forward designed to create opportunities for employees to apply for internal promotion and career development opportunities. Head Teachers/Governing Bodies have the discretion to advertise simultaneously in internal and external media relevant to the vacancy, where it is considered that this will help to attract a more appropriate pool of candidates. All adverts will detail the following (where appropriate):

- job title;
- salary (or rate of pay) including allowances (stating pro rata if applicable);
- hours of work;
- where the post will be located
- outline of essential requirements of job i.e. skills, qualifications, experience;
- include a statement about the schools commitment to safeguarding and promoting the welfare of children and young people;
- a requirement for pre-employment checks or specific registration requirements
- closing date for receipt of applications;
- expected interview dates;
- contact details and process for obtaining an application form.

The Disability Symbol (Two Ticks)



The disability symbol is made up of two ticks and the words 'positive about disabled people'. The symbol is awarded by Jobcentre Plus to employers in England, Scotland and Wales who have made commitments to employ, keep and develop the abilities of disabled staff.

The Council has been assessed against, and met, the Jobcentre criteria; therefore the symbol can be used on our job advertisements.

Where the symbol is used in an advertisement, it means that a disabled applicant who meets the essential criteria of the role will be guaranteed an interview.

To comply with the symbol five commitments have to be undertaken:

- guarantee a job interview to those disabled persons who meet the essential criteria;
- consult disabled employees at least once a year to discuss their training and development needs;
- make every effort to keep individuals in employment if they become disabled;
- raise awareness of disability issues with key employees; and
- review progress on these commitments on an annual basis, act positively on the findings, and communicate this to employees.

1.13 After the advertisement appears

It is important that applicants for posts receive as much information about the job and the school as is reasonably possible in order to both inform them and attract them to apply. Therefore, as a minimum a recruitment pack should comprise of the following:

- application form;
- job description;
- person specification;
- terms and conditions outline
- covering letter; and

- Monitoring of Recruitment and Selection Form
- School prospectus (or other details, including the school's current position e.g. Ofsted reports, restructuring, new building etc).
- copy of the schools Equality and Diversity Policy; and
- copy of the schools Recruitment of Ex-offenders Policy

The covering letter should thank applicants for their interest in the post, detail the closing date for applications and confirm the expected interview date. It should also advise that if they have not received a response within a specified period after the closing date, that they should assume that they have not been short-listed.

If a CV has been submitted in response to a specific job advertisement, it should be acknowledged within two working days of receipt. The applicant should then be sent a recruitment pack and be advised that a standard application form must be completed, but that they may wish the CV to be included as supporting information. CV's should not be accepted without a completed application form in any circumstances.

1.14 Short-listing

Short-listing should not begin until after the closing date and should be undertaken by a minimum of two members of the selection panel. The Head Teacher/Governing Body has a responsibility to make sure that:

- candidates are short-listed only against agreed criteria from the person specification (weighted as appropriate) using information contained in the application;
- a record of the short-listing process is made;
- the final selection can be justified; and
- applicants are advised promptly that they have been short-listed by inviting to interview;
- applicants are advised promptly that they have been rejected at the short-list stage.
- *References are taken up for all shortlisted candidates, where consent has been given.

*The reference request must not ask about absence or for health related information unless this is in relation to any adjustment to be made at interview.

For short-listing matrix see Appendix 1C

For example reject before interview letter see Appendix 1D

1.14a Appointment of Head Teacher and Deputy Head Teacher

Under the requirements of the School Staffing (England) Regulations 2009, the governing body must notify the Council, in writing, of any vacancy for the head teacher and any post for a deputy head teacher which it has identified as one to be filled. The governing body must advertise any such vacancy or post in such manner as it considers appropriate, unless it has good reason not to. If the school chooses not to advertise the vacancy, the Council must be notified of this.

Where the governing body advertises any such vacancy or post, it must appoint a selection panel consisting of at least three of its members, other than a governor who is the head teacher or (as the case may be) a deputy head teacher, to:

- select for interview such applicants for the post as it thinks fit and, where the post is that of head teacher, notify the Council in writing of the names of the applicants selected for interview;
- interview those applicants who attend for that purpose; and
- where it considers it appropriate, to recommend to the governing body for appointment one of the applicants interviewed

If, within a period of seven days beginning with the date when it receives notification, the Council makes written representations to the selection panel that any applicant is not a suitable person for the post, the selection panel must:

- consider those representations, and
- where it decides to recommend for appointment any person about whom representations have been made, notify the governing body and Council in writing of its reasons.

The Department for Education has confirmed that the parliamentary process to revoke regulations requiring first time head teachers in the maintained sector to hold NPQH is now complete.

On 8th February 2012 the National Professional Qualification for Headship (NPQH) became optional (more information can be found at: <http://www.legislation.gov.uk/uksi/2012/18/made>)

This means that governing bodies now have greater autonomy when recruiting head teachers and will be able to appoint suitable candidates who do not hold NPQH if they choose to do so.

However, individual governing bodies can choose to state a preference on the job specification that candidates have NPQH and they will still be able to prioritise candidates with NPQH over those who do not.

1.14b Appointment of other Teachers

Where the governing body identifies any such post to be filled for a period of more than four months, it must provide the Council's Head of Learning, Achievement and School Improvement with a specification for the post. Subject to pre-employment checks, where the governing body select an individual for appointment, the Council must appoint that person unless the governing body has determined that appointment is to be made by the governing body otherwise than under a contract of employment.

If the Council declined to appoint the person that the governing body selects, the governing body may select another person for appointment in accordance with Regulation 16.

1.14c Appointment of those undertaking initial teacher training and removal of restriction on instructors

The Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012 came into force on 1 September 2012.

The regulations make amendments to:

- The Education (School Teachers' Qualifications) (England) Regulations 2003 – to allow persons to undertake practical teaching experience, for the purposes of initial teacher training, in a pupil referral unit. It will also allow persons to undertake initial teacher training while being employed to teach at a pupil referral unit as part of an employment-based teacher training scheme.
- The Education (Specified Work) (England) Regulations 2012 – to remove the condition that an instructor may only carry out specified work if no suitable qualified teacher or teacher on the employment based training scheme is available. It will also remove the restriction that an instructor may only carry out specified work for such period of time as no suitable qualified teacher or teacher on the employment based training scheme is available.

The amending legislation can be found at the following link:

<http://www.legislation.gov.uk/ukxi/2012/1736/made?view=plain>

From 1st April 2012, teachers with Qualified Teacher Learning and Skills (QTLS) status are able to teach in schools as fully qualified teachers. Further guidance can be found in the School Teachers Pay and Conditions Document 2012 – page 3.

1.14d Appointment of Support Staff

In Foundation, voluntary aided and foundation special schools and academies, the appointment of support staff is the responsibility of the governing body unless the governing body and the Council have agreed that such appointments will be made by the Council.

In community, voluntary-controlled, community special and maintained nursery schools, the governing body must be mindful of its obligations under equality legislation when making recommendations about support staff appointments. Any such recommendation may have implications for other staff working for the Council.

In putting together the job specification for the post, the governing body should refer to the job analysis questionnaire appropriate to the vacancy and within the correct context i.e. a secondary job family role cannot be used for a primary school vacancy. When considering how to fill a vacancy the governing body may wish to seek advice from their HR Advisor.

Employees will normally be appointed to the minimum point of the pay grade for the job. In certain circumstances it may be appropriate to appoint to a higher point in the pay grade. This may arise when the preferred candidate for the job is in or has been in receipt of a salary at a higher level than the grade minimum. Please refer to the Schools Support Staff Pay Policy for support staff for more information.

1.15 Inviting candidates to interview

It is recommended that applicants should be advised if they are selected for interview at least 5 working days before it is to take place. Consideration should be given to extending this period where the selection process includes other exercises, for example the preparation of presentation materials. Letters inviting applicants to interview will include the following information:

- the specific selection arrangements, including the name and position of the panel members involved;
- location and time of the interview;
- Declaration of Criminal Convictions Form
- timetable/programme for the interview and selection process;
- details of any pre interview preparation or tasks required of candidates;
- information regarding the availability of equipment e.g. computer display, OHP, flip chart;
- a contact name and telephone number;
- an interview expenses claim form (whether payment of interview expenses will be made is the decision of the individual schools' governing body);
- map and car parking arrangements;
- a request for details of any special requirements that will enable candidates to participate fully in the selection process e.g. signer for hearing-impaired applicants; and
- the requirement to bring all qualification certificates, evidence of Qualified Teacher Status and where appropriate evidence of successfully having completed Induction essential for the where applicable. (Original documents for each of these requirements must be presented).
- the requirement to bring a completed Declaration of Criminal Convictions form
- the requirement to produce original and valid identification documents relating to the applicant's right to work in the U.K. These originals must be shown at interview (photocopies must never be accepted).

For invite to interview letter see Appendix 1E

NB: The DBS Disclosure request will only be given to the successful candidate. The applicant must not be asked to provide any health related information unless this is in relation to any adjustment to be made at interview.

1.16 The selection process

Selection decisions will be based on a range of tools. These will include application form information and the interview process and may also include work-based exercises, presentations or psychometric tests.

The Head Teacher/Governing Body will determine the selection methods to be used. They should also ensure that:

- panel members have the relevant documentation;
- arrangements are in place for candidates with a disability;
- selection activities address the job description and person specification;

- the structure of the interview is appropriate to the post to be filled and that a range of questions have been prepared;
- that interview notes are taken by all panel members;
- panel members assess candidates against the essential and desirable criteria in the person specification at the end of the interview process;
- an accurate record of the selection decision is kept and any rating system is justifiable; and
- the selection activities and decision are conducted by a minimum of two people at all times.

Where criminal convictions have been declared by the candidate at application, or are subsequently disclosed through the DBS check, the head teacher/recruiting panel should contact their HR Advisor for guidance. All recruitment decisions will have regard for the Schools Recruitment of Ex-offenders policy.

If the candidate is related to someone already employed by the school, the recruitment decision should have regard for the guidelines on Employing People who are Related. Both of these policies can be accessed on the Schools Secure HR Handbook.

If a candidate raises or provides information about their health or absence, it is essential to stop them and confirm that it is not appropriate to discuss this during the interview. However, it is possible to discuss their health or absence after an offer has been made (This may be a conditional offer and subject to further reference information relating to absence or further health checks).

For interview check list see Appendix 1F

For interview record forms see Appendix 1G

The recruitment process is a two way process in which the Head Teacher/Governors assess the candidate and the candidate can assess the school as a potential employer. It is therefore advisable to ensure that the candidates are:

- advised about the selection process and methods;
- understand how they will be assessed;
- given the opportunity to ask questions and find out about the job;
- advised on how and when they will be informed of the selection outcome.

1.17 The selection decision

The offer of employment to the individual and any subsequent employment arising from the offer will be conditional and subject to a DBS Disclosure at an appropriate level and all other pre-employment checks being satisfactory to the School and the Council.

The successful applicant will receive a *conditional verbal offer no later than 5 working days after the interview, other than in exceptional circumstances which will, wherever possible, be explained to the candidates.

The verbal offer should cover the following:

- The key terms of the offer including:

- ❖ Job title
 - ❖ Salary
 - ❖ Hours of work
- The offer is subject to the satisfactory completion of the pre-employment checks including:
 - ❖ receipt of references which are satisfactory
 - ❖ satisfactory medical
 - ❖ where appropriate, a satisfactory Disclosure and Barring Service (DBS) check
 - ❖ Any other checks that were not completed at interview stage – evidence of qualifications, proof of identity, evidence of right to work in the UK, declaration of conflict of interest, disclosure of criminal convictions (DBS disclosure applicants only)
 - A formal offer/Written Statement of Particulars will be made in writing.
 - Start date will be dependent on completion of the pre-employment checks. Confirmation will be issued.
 - Where checks are not satisfactorily completed, the offer of employment will be withdrawn.

An offer letter confirming the *conditional appointment will be issued within 3 working days of the verbal offer.

Written particulars will be sent as soon as possible after that but at least within 8 weeks after employment has commenced. Other than in exceptional circumstances, the employee must not start work until ALL pre-employment checks have taken place.

*For example offer letter see Appendix H
For post interview checklist see Appendix J*

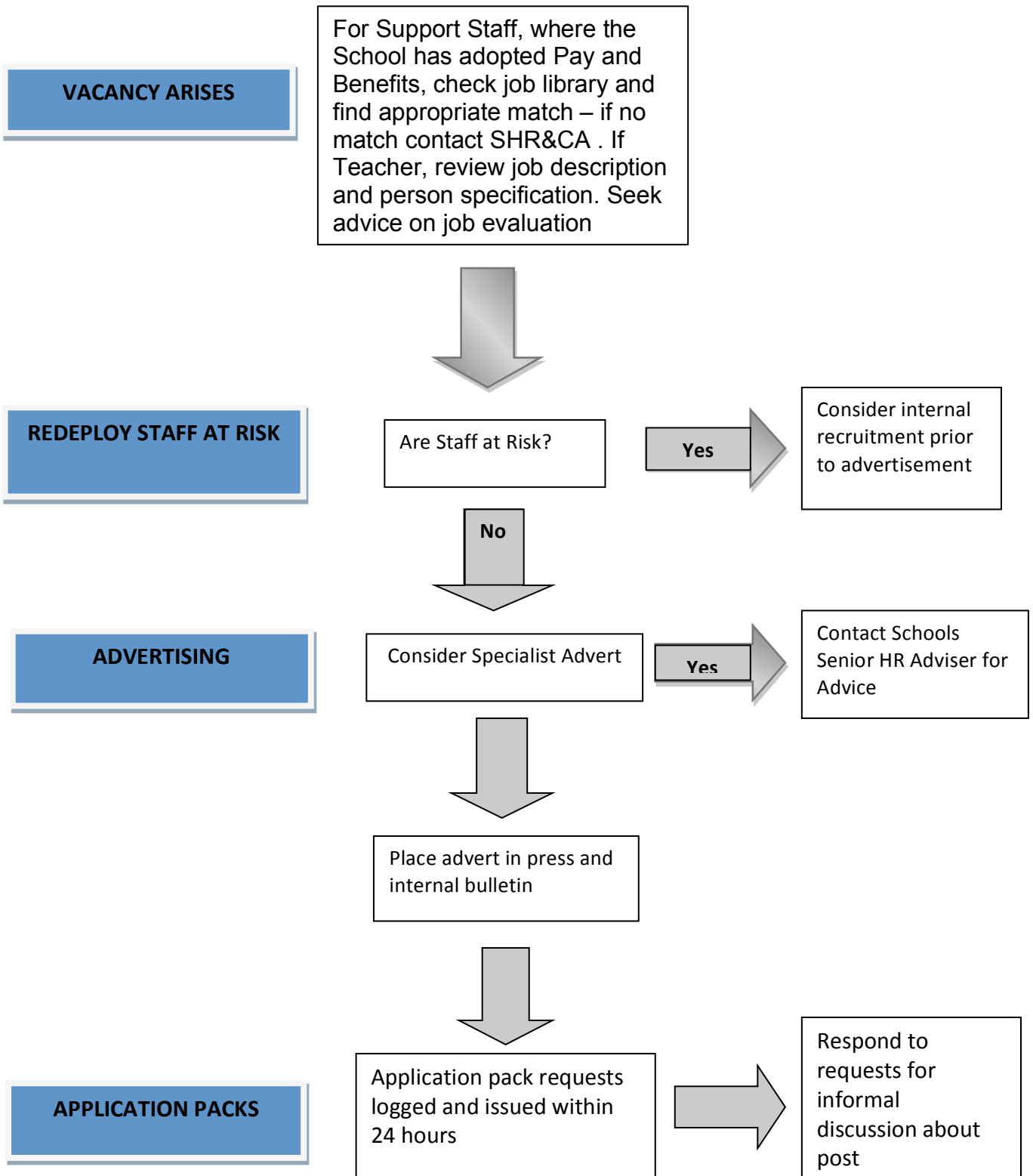
Unsuccessful candidates will be advised no later than 3 working days after the successful applicant has accepted the post. Unsuccessful candidates will be offered verbal feedback on their interview.

For example reject after interview letter see Appendix I

Application forms for all applicants, accurate records of interview decisions on the standard form plus any other notes, test results (where appropriate) and references for short-listed candidates must be retained for at least 6 months after the interview has occurred.

Any complaints relating to the school's recruitment and selection procedure from external candidates should be addressed through the school's complaints procedure. Complaints from internal candidates should be addressed through the school's grievance procedure.

RECRUITMENT FLOW CHART



CLOSING DATE

Are there at risk candidates?

No

Yes

Note – at risk and disabled candidates who meet the essential criteria will be shortlisted. Please separate monitoring of recruitment and selection forms from ALL applications prior to shortlisting. Please see Section 2.

SHORTLISTING

Shortlist candidates against the person specification, record on shortlisting matrix. Disabled candidates who meet the essential criteria should be shortlisted.

Inform unsuccessful candidates. Provide feedback where requested.

Issue reject before interview letters.

INVITE TO INTERVIEW

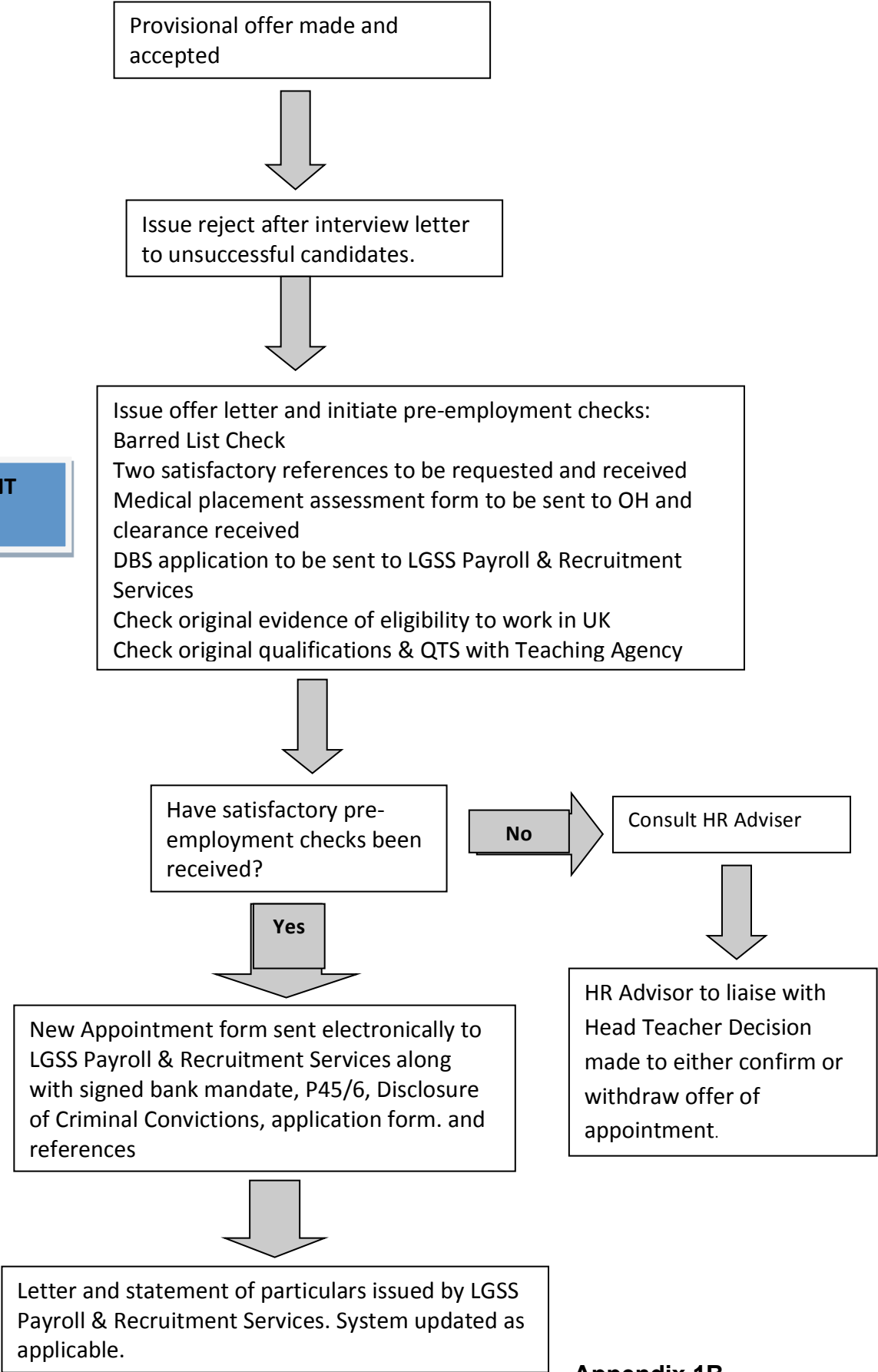
Prepare interview schedule, issue invite to interview letters. Request references

PRE-INTERVIEW

INTERVIEW

Prepare interview questions, interview record forms and
Interview shortlisted applicants, ensure that notes are taken/scores recorded

PRE-EMPLOYMENT CHECKS



Person Specification

Post Title	
Grade	
School Name	

Attributes	Essential Criteria	Desirable Criteria
Education and Qualifications		
Experience and Knowledge		
Safeguarding		
Ability and Skills		
Equal Opportunities	Ability to demonstrate awareness / understanding of Equal Opportunities	
Date:		
Prepared by:		