



## RECRUITMENT & SELECTION POLICY



2015-2016

# RECRUITMENT & SELECTION POLICY

## 1. Purpose of the Policy:

The School recognises the importance of having efficient and effective recruitment and selection processes which enable the School to:

- Recruit candidates of the highest calibre available in the labour market.
- Provide its pupils with the very best education and pastoral support possible.
- Deter applications from, or identify and reject, candidates who may not be suitable to work with children.
- Achieve a diverse workforce which represents the diversity seen within its community.
- Make fair, objective decisions which are not open to legal challenge.
- Maintain and enhance its positive public image.

This policy aims to provide a framework within which these aims can be achieved.

## 2. Key Commitments:

- i. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ii. The School is committed to promoting the principle of non-discrimination and will ensure that recruitment and selection procedures and practices do not discriminate against potential applicants on the grounds of age, race, colour, nationality, ethnic origin, sex, sexual orientation, marital status, disability, or religion and/or belief.
- iii. The School is committed to equality of opportunity and will seek to ensure full and open access to employment for all groups in society.
- iv. The School is committed to handling all data collected within the recruitment and selection process sensitively, confidentially and within the provisions of the Data Protection Act.

## 3. General Provisions:

- i. The School will make every effort to ensure that all elements of the recruitment and selection process conform to best practice as set out in the most recent Government guidance on Safeguarding; at the time of the latest policy review, this was Keeping Children Safe in Education (DfES 2014).
- ii. All information collected throughout the recruitment and selection process will be stored securely and only shared with those involved in the process. This information is sought solely for the purpose of enabling the School to make informed and accurate decisions on the recruitment and selection of the best candidates. This information will be retained for a minimum of 6 months following interview and offer stage.



## 4. Policy Provisions at the Principal Stages of the Process:

### a. Recruitment:

- i. The School will only consider applications which include a completed Great Barr School application form and a letter of application setting out why the person believes they are suitable for the post. Application forms which have not been fully completed or those which do not include a letter will, except in exceptional circumstances, not be short listed.
- ii. Except in exceptional circumstances, CVs or applications made using Birmingham City Council's

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application, they are required to disclose, and are not entitled to withhold, information about convictions, cautions or bind-overs which for other purposes may be considered as 'spent'.

- v. Should it come to light that applicants have failed to disclose convictions, any conditional offer of appointment will not be confirmed; they will be dismissed if they already be in post.
- vi. Criminal convictions will not necessarily be treated as a bar to employment with the School; all such disclosures will be assessed on the merits of their individual circumstances. Convictions for inappropriate conduct involving children will always be treated as a bar to employment.
- vii. All vacancies and new posts will be advertised internally and/or externally.
- viii. When releasing a vacancy for recruitment, the School will make available to applicants a Job Description clearly outlining the scope and main duties of the role and a Person Specification outlining the skills and experience required by the successful applicant. These will be sufficiently detailed to enable applicants who are a poor match for the requirements of the post to recognise this fact and to decide to refrain from applying. All Job Descriptions will include the duty to safeguard and promote the welfare of children.
- ix. All decisions on the rate of pay applicable to a vacancy or appointment will be made within the framework set by the School's Pay Policy.
- x. A copy of this policy will be made readily available to applicants via the School's website and the Staff Handbook.

## **b. Selection:**

- i. Every effort will be made to ensure the effectiveness of the selection process, ie. to increase the likelihood of the panel accurately predicting future job performance and making the correct decision on whether or not to appoint.
- ii. The School will always try to seek two relevant references for each short-listed applicant prior to the

interview. Applicants for Support Staff roles will be given the option to request that references are not sought until an offer of appointment is made; the School recognises that applicants coming from posts in industry may well suffer disadvantage if it becomes known to their employer that they are seeking alternative employment. This option will not be open to those applying for teaching vacancies.

- iii. References from friends will not be accepted; the School will only accept references from employer representatives or former school/college tutors etc. One reference should be from the current/most recent employer. If the applicant's current role does not involve contact with children but a previous role has done, one reference must be from the employer with whom the applicant last worked with children.
- iv. References will only be accepted if they are written on company headed paper or, where they are sought by email, from an email address containing an employer's domain name. The School will ensure that emailed references are confirmed by receipt of a signed hard copy.
- v. Open references or testimonials provided by applicants will be disregarded entirely.
- vi. The School will not seek or provide telephone references.
- vii. Referees will be provided with a copy of the Job Description and Person Specification. In addition to commenting on the applicant's ability to perform the role for which they are applying, their attendance record and personal qualities etc, the referee will be asked for information regarding the applicant's suitability to work with children, on any allegations, proven or unproven, made against them, on any disciplinary proceedings which have been taken out against them and on any disciplinary warnings, whether current or expired, which related to their conduct with children
- viii. Candidates will be able to see their references, on request, unless the referee has specifically denied permission for such disclosure.
- ix. References will not be used to make a selection decision but to confirm or challenge a decision

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in the recruitment and selection process. The School recognises that references may not always give a full and accurate account of a candidate's abilities and qualities. References will be provided only to the interview panel chair in advance of the interviews. These should not be disclosed to the panel until after an in-principle decision has been reached. However, issues of concern raised on references should be explored with the candidate during the interview by the panel chair.

x. All short-listed candidates will be asked to bring with them to the interview documents to establish their identity.

xi. The School will make reasonable adjustments to ensure that candidates who have declared a disability are not disadvantaged in any way by the recruitment process. All interview invitation letters will invite candidates to notify the School of any special requirements they may have in advance of the interview.

xii. The selection process will, where possible, test a candidate's ability to perform the job role through work related tests. All teachers will be expected to teach a full lesson, the detail of which they will have been notified in advance.

xiii. The School recognises that it is also important for candidates to be able to make informed decisions about whether the post meets their needs. The School will ensure that all selection processes include significant opportunities for candidates to find out more about the post for which they have applied and about the School.

xiv. Selection processes will also be designed to ensure that all candidates are left with an accurate but favourable impression of the School having had a positive experience of it. This should include consideration of making good use of the time which candidates have invested in the School, ensuring that, where possible, selection days do not include long periods of inactivity for candidates.

xv. Panels will be chaired by the Headteacher, a member of the Leadership Group or the HR Manager except in the case of an appointment to the Leadership Group, in which case this role will

be taken by the Chair of Governors or a Governor appointed by the Chair for the purpose.

xvi. Panels for externally recruited posts must consist of at least 3 people of which one must have attended 'Safer Recruitment' training within the previous 5 years. Panels for internally recruited posts may consist of 2 people but no less.

xvii. Panels will meet prior to the interview to agree the structure of the interview, to ensure that all aspects of the job role will be explored with the candidate at some point during the process, and to agree the criteria for selection.

xviii. Interviews will include some questions which seek to establish a candidate's suitability to work with children and to work within the ethos of the school in relation to the management of behaviour and the establishment and maintenance of staff/pupil relationships.

xix. Gaps, perceived discrepancies or omissions in the past employment history of each candidate or elsewhere within their application will be explored during the interview.

xx. Appointment decisions will be made solely on the basis of the panel's objective view of each candidate's ability to perform the duties of the job effectively and to contribute to the school's aims. These judgements will be made solely on the basis of the evidence collected throughout the recruitment and selection process; prior knowledge of candidates will be disregarded.

xxi. The School is not obliged to provide any feedback to candidates on the decision not to appoint. However, unsuccessful candidates who have attended for interview will be offered some limited feedback. This will aim to be constructive and to help candidates with future applications. The School will not provide feedback to candidates who have not been short-listed.

xxii. The School is not able to reimburse candidates for travelling expenses or overnight accommodation.

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## **c. Appointment:**

- i. The following pre-employment checks will be undertaken for all candidates who are offered an appointment:
  - receipt of at least two satisfactory references
  - verification of the candidate's identity – the School will require to see an original piece of photo ID issued by a Government Department (eg. a Driving Licence, a passport)
  - satisfactory DBS check with a barred list check (see ii and vi below).
  - verification of the candidate's medical fitness
  - verification of professional qualifications and status where required e.g. QTS status (unless properly exempted).
  - evidence of the right to work in the UK
  - (for teaching posts) verification of successful completion of statutory induction period (unless exempt). The School will require at least one original document containing a Teacher Registration Number.
  - verification that the teacher is not subject to a prohibition order.
- ii. Where a teacher or a member of the support staff is due to join the school within 3 months of leaving a previous post in a school in England, either a post which brought them into regular contact with children or in any post in a school since 12 May 2006, and where the references indicate that there have been no disciplinary or child protection allegations, the School is no longer required under current legislation to seek a further DBS check before the person commences employment. However, the Governing Body has made a policy decision that a new DBS check will be obtained in all such cases.
- iii. Additional checks will be carried out where the candidate has lived or worked overseas within the last 5 years.
- iv. Copies of all documents seen under the process set out in i and ii above will be retained indefinitely on the candidate's personal file.
- v. The School does not normally require sight of a candidate's DBS certificate. If a candidate chooses to show the certificate to the School, a copy may be taken though this will be shredded as soon as the necessary information has been taken from the certificate and recorded on the Single Central Record of Recruitment and Vetting Checks.
- vi. Where the DBS online system indicates that the certificate contains disclosure information, the School will require the candidate to show the DBS certificate to the HR Manager and to make a written statement setting out the background and circumstances which have led to the inclusion of information on their DBS certificate. The certificate and statement will be shown to the Headteacher who will make the final determination on whether the DBS check is considered 'satisfactory' and the person can be cleared for work or whether any conditional offer of employment should be withdrawn. In the latter case, this will be confirmed to the candidate in writing.
- vii. The pre-employment medical questionnaire contains 'sensitive personal data' within the definition set out in the Data Protection Act. Such information will only be seen by the HR Manager or his nominated representative in his absence, and a representative from the School's Occupational Health.
- viii. All of the information collected in i and ii above will be entered onto the School's Single Central Record of Recruitment and Vetting Checks
- ix. Any conditional offers of appointment are offered on the basis that all of the above recruitment checks have been or will be carried out to the full satisfaction of the School.
- x. Candidates may not start work until all of the above checks have been carried out, except where a DBS check has been applied for though clearance has not yet been received, and where, after a risk assessment has been undertaken, it has been determined that the person can be accompanied by another adult at all times until clearance is received.

This updated version of the policy was agreed and adopted by the Governing Body on 7.10.14.