

GREAT BARR  **ACADEMY**

A SPECIALIST SCIENCE COLLEGE

IGNITING

POTENTIAL



**RECRUITMENT &
SELECTION
2018-2019**



RECRUITMENT & SELECTION POLICY 2018-2019

Member of Staff responsible for Policy	HR Manager
Review Committee	The Academy Council
Approving Body	The Academy Council
Review Cycle	Annually or sooner should the need arise
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GREAT BARR ACADEMY Recruitment & Selection Policy

The Academy is now part of the Shaw Education Trust (SET). Trust-wide policy is determined by SET. This policy sets out how Recruitment and Selection is carried out at Great Barr Academy in order to meet the requirements of SET policy, the latest version of *Keeping Children Safe in Education* and any other relevant guidance which may be issued by the DfE from time to time.

1. Purpose of the Policy:

The Academy recognises the importance of having efficient and effective recruitment and selection processes which enable the Academy 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.
- Respond effectively to current labour market pressures.
- 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 Academy 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 Academy 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, gender reassignment, marital status, disability, or religion and/or belief.
- iii. The Academy is committed to equality of opportunity and will seek to ensure full and open access to employment for all groups in society.
- iv. The Academy 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 Academy 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, in particular *Keeping Children Safe in Education*.
- ii. All information collected and recorded 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 Academy 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 Academy will only consider applications which include a completed Great Barr Academy 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 application form will not be accepted. In order to draw up a fair short list and in order to fully vet applicants for safeguarding purposes, a core set of data is required; the Great Barr Academy application form prompts candidates to supply all of the required data.
- iii. All information supplied to candidates prior to and during the application process will make clear the Academy's commitment to safeguarding and promoting the welfare of children and will seek to deter unsuitable applicants.
- iv. All posts at the Academy are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders (Exceptions Order) 1975. Applicants for all posts will therefore be notified within the application pack that, at the time of 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 already issued will be withdrawn; if already in post, the contract will be terminated.
- vi. Criminal convictions will not necessarily be treated as a bar to employment with the Academy; all such disclosures will be assessed on the merits of their individual circumstances. Convictions or non-conviction information (including acquittals) relating to inappropriate conduct with or related to children, or inappropriate sexual conduct which indicates the possibility of a risk to vulnerable young people will always be treated as a bar to employment.
- vii. A number of options exist for making potential candidates aware of vacancies which are appropriate to different circumstances:

- a. where it is decided by the Headteacher, HR Manager and any other relevant senior manager that there is a credible potential pool of candidates internally for which the post would provide a promotional opportunity for an existing member of staff, the post may be advertised internally only.
 - b. where a post exists but there is no requirement for additional headcount (often the case with TLR posts), the post will be advertised internally only.
 - c. where there is a vacancy for a Classroom Teacher (ie. a teaching post without TLR responsibilities) and there are one or more suitable ITT students on placement at the Academy who it is perceived have the potential to develop into good teachers, on a recommendation from the relevant Director of Studies and/or the Senior NQT/ITT Tutor, the HR Manager will approach the student teacher(s) and provide them with an opportunity to apply by an agreed deadline after which the post will be advertised externally if they have not applied. They will be required to complete an application and in all other respects the process will be the same as for a candidate applying in response to an advertisement.
 - d. where there are no suitable ITT students on placement in the Academy when a Classroom Teacher post becomes available, the HR Manager may approach contacts in the local ITT institutions and arrange for an advert with a defined closing date to be circulated to the relevant cohort of students prior to booking an advert at cost in the external media.
 - e. where there is a vacancy for a Classroom Teacher and there is an agency supply teacher in the Academy who has been identified as potentially suitable by the Director of Studies, the process in c above will be followed.
 - f. for support staff posts where experience has shown that external advertising at cost in local media is not cost effective, word of mouth recruitment may be used. This is particularly the case for Cleaners and Behaviour Support Assistants.
 - g. in all other respects, the post will be advertised by the most cost effective means in the appropriate print or online media.
- viii. When releasing a vacancy for recruitment, the Academy 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. Guidance notes for applicants will also be made available to all candidates downloading application forms online.
- x. All decisions on the rate of pay applicable to a vacancy or appointment will be made within the framework set by the Academy's Pay Policy.
- xi. A copy of the Recruitment & Selection Policy will be made readily available to applicants via the Academy's website (external) and the Staff Handbook (internal) or to applicants on receipt of a request.

b. Selection:

- i. The authority to make selection decisions is delegated as follows:
 - a) The appointment of a Headteacher – SET’s CEO with the involvement of the Academy Council.
 - b) The appointment of Senior Leaders (Deputy and Assistant Headteachers) – the Headteacher leads the process with SET ELT and Academy Council representation on the panel; the CEO will confirm the appointment.
 - c) Other staff – the Headteacher has authority to appoint to all other posts this authority is delegated as follows:
 - i. Directors of Studies – the Headteacher
 - ii. Other Teaching staff – the HR Manager and a Senior Leader
 - iii. Subject-based support staff – the HR Manager and the relevant Director of Studies.
 - iv. Admin-based or manual support staff – the HR Manager with the involvement of another relevant manager.
- ii. Every effort will be made to ensure the effectiveness of the selection process, ie. to increase the likelihood of the Academy accurately predicting future job performance and making the correct decision on whether or not to appoint.
- iii. When the job closes, the HR Manager will carry out an initial, detailed sift of the applications drawing up a provisional shortlist of those who certainly meet the criteria (labelled ‘Yes’), those who may meet enough of the criteria to justify an interview (labelled ‘Maybe’) and those who do not meet the criteria (labelled ‘No’). The HR Manager will make clear notes to support these decisions. In drawing up this draft shortlist, the HR Manager will seek to identify gaps and inconsistencies in the application, employment history, qualifications etc.
- iv. The HR Manager will then pass all of the applications to the person who will line manage the applicant (and the Headteacher for more senior roles). They will read in detail all of the ‘Yes’ and ‘Maybe’ applications and will quality check those marked ‘No’ and will make their own judgements, recording their reasons.
- v. The line manager/Headteacher and the HR Manager will share their conclusions and agree a final shortlist, recording the reasons for their decisions.
- vi. The Academy 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 from their current employer are not sought until an offer of appointment is made; the Academy 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.
- vii. References from friends will not be accepted; the Academy will only accept references from employer representatives or former school/college tutors etc. One reference should be from the current/most recent employer and, where this is a school, the reference must be sought from the Headteacher/Principal or a Senior Leader. 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.
- viii. 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 Academy will ensure that emailed references are confirmed by receipt of a signed hard copy.

- ix. Open references or testimonials provided by applicants will be disregarded entirely.
- x. The Academy will not seek or provide telephone references.
- xi. 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
- xii. Candidates will be able to see their references, on request, unless the referee has specifically denied permission for such disclosure.
- xiii. References will not be used to make a selection decision but to confirm or challenge a decision already made on the basis of the other information gained in the recruitment and selection process. The Academy 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.
- xiv. All short-listed candidates will be asked to bring with them to the interview documents to establish their identity and one of these documents will be checked by the HR Manager on arrival.
- xv. The Academy will make reasonable adjustments to ensure that candidates who have declared a disability are not disadvantaged in any way by the recruitment or selection processes. All interview invitation letters will invite candidates to notify the Academy of any special requirements they may have in advance of the interview.
- xvi. 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.
- xvii. The Academy recognises that it is also important for candidates to be able to make informed decisions about whether the post meets their needs. The Academy 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 Academy.
- xviii. Selection processes will also be designed to ensure that all candidates are left with an accurate but favourable impression of the Academy having had a positive experience of it. This should include consideration of making good use of the time which candidates have invested in the Academy, ensuring that, where possible, selection days do not include long periods of inactivity for candidates.
- xix. Panels will be chaired by the CEO, Headteacher, a Senior Leader or the HR Manager – see 4 b. i. above.

- xx. 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.
- xxi. 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.
- xxii. 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 Academy in relation to the management of behaviour and the establishment and maintenance of staff/pupil relationships.
- xxiii. Gaps, perceived discrepancies or omissions in the past employment history of each candidate or elsewhere within their application will be explored during the interview.
- xxiv. 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 Academy'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.
- xxv. The Academy 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 Academy will not provide feedback to candidates who have not been short-listed.
- xxvi. The Academy is not able to reimburse candidates for travelling expenses or overnight accommodation.

c. Appointment:

- i. All pre-employment checks required by the latest version of *Keeping Children Safe in Education* will be undertaken alongside any others with the Academy deems necessary. These will include:
 - a) receipt of at least two satisfactory references
 - b) verification of the candidate's identity – the Academy will require to see an original piece of photo ID issued by a Government Department (eg. a Driving Licence, a passport)
 - c) satisfactory enhanced DBS check with a barred list check (see ii and vi below).
 - d) evidence of the right to work in the UK
 - e) verification of the candidate's physical and mental fitness to carry out their duties. For teaching staff, the Academy will pay for a pre-employment health check through a local Occupational Health provider.
 - f) (for teaching posts):
 - o verification of professional qualifications and status where required e.g. QTS status (unless properly exempted).
 - o verification of successful completion of statutory induction period (unless exempt).
 - o confirmation that the teacher is not subject to a prohibition order or any other sanction issued by the Secretary of State or NCTL.

- g) (for Senior Leadership or management posts) verification that the candidate is not subject to a section 128 direction prohibiting them from taking part in the management of an independent school.
- ii. Where a teacher or a member of the support staff is due to join the Academy 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 Academy is no longer required under current legislation to seek a further DBS check before the person commences employment. However, the Academy Council has made a policy decision that a new DBS check will be obtained in all such cases.
 - iii. Where the candidate has lived or worked overseas continuously for a period of 6 months or more within the last 5 years, they will be required to provide a police clearance from the relevant country unless they can demonstrate that this is not possible. The HR Manager will make available to candidates who have not yet obtained the relevant clearance the latest government guidance on how the clearance might be obtained.
 - 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 Academy does not normally require sight of a candidate's DBS certificate. If a candidate chooses to show the certificate to the Academy, 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 Academy 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 Academy's Occupational Health.
 - viii. All of the information collected in i and ii above will be entered onto the Academy'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 Academy.
 - 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.

5. Training:

- i. As per 4 b. xx. above, at least one member of every interview panel for an external post will have undertaken the *Safer Recruitment* training in the last 5 years.
- ii. Where practicable, the HR Manager will attend all recruitment panels. The HR Manager will maintain up to date *Safer Recruitment* training.
- iii. The Headteacher and Senior Leaders and managers who recruit regularly, including the Facilities Manager, will maintain up to date *Safer Recruitment* training.

This updated version of the policy was agreed and adopted by the Academy Council