



## **Recruitment & Selection Policy**

Version: 5.0

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# RECRUITMENT & SELECTION POLICY

## **1. Introduction – Scope**

This policy has been adopted by the Governing Body of Elms School to provide a clear framework for the recruitment and selection to all posts within the approved staffing structure of the school.

The Governors fully understand their responsibilities in ensuring recruitment procedures are free from unlawful discrimination. The Governors also fully appreciate the importance of fair, open and effective procedures to enable the school to recruit people with the right skills, aptitudes and attitudes.

It is also recognised that poor recruitment practice can result in increased staff turnover, lowering of staff morale and increased costs for the school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Consequently, all staff and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times.

## **2. Aims and Objectives**

The aims and objectives of this policy are to:

- Recruit high quality staff with the right skills, aptitudes and attitudes so that children /students in this school feel safe, supported and are able to achieve their full potential
- Ensure all staff are recruited on the most appropriate contract terms to meet the needs of the school whilst promoting and ensuring a appropriate work life balance
- Ensure that equality of opportunity is a key consideration at each stage of the process, thereby encouraging diversity
- Ensure our recruitment practice reflects positively on the school as an employer
- Ensure that recruitment procedures are efficient and cost-effective
- Monitor, review and improve our recruitment practices continuously

The school recognises the value of a fully qualified teaching profession. Therefore, the school will endeavour to only appoint a teacher holding QT status to teaching posts. Temporary appointments of staff not holding QTS will only be made where it has not been possible to appoint a qualified teacher to the teaching post from all reasonable recruitment action. However, in a school for pupils with SEMH/ASD needs, it is vital that staff are able to connect to and form positive relationships with the pupils. In some cases, an unqualified teacher may be more appropriate as a candidate than a qualified teacher.

In Instances where an unqualified teacher is appointed, there is (unless there are specific circumstances that have been agreed by the Head teacher) a clause in the contract that requires the member of staff to obtain QTS within 5 years of their appointment.

## **3. Principles and Process**

## School Employees

The Head Teacher will ensure this policy is communicated to all staff and that it is included in the information given to new staff on appointment as part of their Induction Programme.

The school will ensure that training is provided for all those involved in the recruitment and selection of staff and that it is appropriate to their role.

At least two individuals will be involved in any interview process. The Student School Council will interview all applicants. Their views form part of the overall selection process and contribute between 20% and 40% of the overall score depending on the nature of the role. The only exception to seeking the students' views is in respect of posts operating outside the school day e.g. cleaning and out of hours staff.

Prior to any recruitment advertisement the manager responsible for the appointment will review the needs of the post before seeking approval from the Head Teacher to commence recruitment.

Careful consideration will be given to the working hours and arrangements for each vacancy so that posts will be open to applicants wishing to work on a part-time, job-share or flexible basis where possible and practical.

Prior to any recruitment advertisement appearing the manager responsible for the appointment will ensure that there is an up-to-date job profile, person specification, a clear recruitment timetable and a relevant package of information for each post being advertised.

All vacant posts will be advertised by means of a formal notice on the staff notice board as a minimum. Unless there are good reasons to the contrary then any vacant post will be advertised externally through the [www.kent-teach.com](http://www.kent-teach.com) website. Use of other media, such as external notice boards, school newsletter, local or national newspaper, school website and social media will be carefully considered for cost effectiveness.

Recruitment advertisements will comply with all national and local guidance regarding commitment to safeguarding children. All job adverts and information to applicants will emphasise this school's commitment to safeguarding and promoting the welfare of children and young people.

All enquires for further details, further information or informal visits to the school will be dealt with promptly and professionally to reflect positively on the school as a potential employer.

Deadlines for all advertisements will allow reasonable time for completing and submission of applications.

All applicants must complete the required application form in full and in particular ensure that the declaration is clearly signed and dated. The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV alone will not be considered.

All short listing decisions will be made with clear reference to the skills and qualities set out in the person specification.

All selection decisions should be informed by relevant selection test(s), where possible in addition to formal interviews. All selection tests will be clearly focussed on the priority needs from the person specification and will avoid any unlawful discrimination. As a minimum, all teaching candidates will be

asked to teach a lesson to a class of Elms pupils and TA candidates will be asked to support a group of children in class. Candidates will be informed of the selection tests to be used prior to being invited for interview.

The panel will ensure that they prepare properly for the interviews, having read the applications beforehand and considered any specific questions that need to be asked of each candidate. The panel will ensure that all candidates are received and treated in a way that reflects positively on the school and that generally the programme keeps to schedule.

The selection process will usually include an interview with the school council, tour of the school, competency tests and a formal interview.

All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination.

At the end of the selection programme the respective merits of each and every candidate will be carefully considered and the position will be offered to the person best meeting the skills and qualities set out in the person specification.

In the event the person offered the position declines the appointment then the panel will consider carefully whether to offer the position to the next best candidate, whether to re-advertise the vacancy or whether to cover the duties in another way.

If it is felt that none of the available candidates fully meet the requirements of the person specification then the panel must not rush into an appointment but must take time to carefully weigh up the various alternative actions.

All appointments must be made subject to Good recruitment checks. The school will ensure all persons appointed to have satisfactory DBS, Children's Barred List Clearance, good references, , signed a staff code of conduct and any other recruitment and/or security checks required by national or KCC/LA policy prior to the contract position being confirmed. This includes work permits or other evidence of the right to work in the UK.

Documentary proof (originals, not photocopies) will be required and checked for any qualification specified in the person specification for the post or otherwise required by national or local policy.

The school will ensure that two Good references are obtained prior to any contract position being confirmed. At least one reference will be from the applicant's current employer or immediate previous employer if not currently employed. This reference must be signed by or on behalf of the most senior person appropriate to the position and must be on the organisation's headed notepaper.

As far as possible references will be obtained prior to the selection interview so that any relevant questions arising from them can be raised with the candidate before a selection decision is made. The school will abide by the guidance on the use of references contained within the DfE September 2020 Keeping Children Safe in Education publication.

The school will ensure that all new appointments are subject to occupational health pre-employment screening and will ensure that the employer's duty to fully consider any reasonable adjustments is fulfilled prior to an offer of employment being confirmed. All staff appointed with driver responsibilities will undergo a driver medical and have a driver license check.

The school will ensure that an appropriate Induction Programme is available to all new staff. All staff will have a generic induction followed by a job specific induction. This will be developed following a discussion between the individual and their line manager.

Any applicant may request feedback on the reasons why they were not short listed or appointed and this will be provided either in writing or verbally within a reasonable period of the request.

Notes and records from the recruitment/selection process, including notes from interviews will be kept securely for a period of 6 months from the date on which the position was offered and accepted.

As far as is reasonably practical the school will make any reasonable adjustments to accommodate the needs of a disabled person. This will apply to the recruitment process and to the workplace or working arrangements on appointment. The school will seek appropriate advice from relevant agencies to achieve this where necessary.

## **Volunteers**

Volunteers are also seen by children as safe and trustworthy adults. The school actively seeks volunteers and sometimes considers candidates about whom it has little or no recent knowledge. However, the school has adopted the same recruitment measures as it would for paid employees

In other circumstances, for example where the school approaches a parent who is well known to the school to take on a particular role, a streamlined procedure can be adopted - seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a Pre-employment Health Check, and a DBS check. In other circumstances, e.g. where a volunteer's role will be "one-off" - accompanying teachers and pupils on a day outing, helping at a concert or school fete, those kind of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children.

Where volunteers recruited by another organisation to work in school, e.g. sports coaches from a local club, the school will obtain written confirmation from that organisation that appropriate checks have been completed

## **Contractors / Supply Agency Staff**

The school will ensure that the terms of any contract it lets requires the contractor to employ staff to work with, or provide services for, children for whom the LEA or school is responsible also requires the contractor to adopt and implement the measures described in this policy. The school will also monitor the contractor's compliance.

## **4. Roles and Responsibilities**

The Governing Body has overall responsibility for the adoption of this policy. Monitoring and evaluation of the effectiveness of the policy and any specific initiatives undertaken will be delegated to the Leadership and Management monitoring pair.

The Head Teacher has responsibility for the implementation of the policy and for ensuring that all recruitment and selection actions are consistent with the aims, objectives and principles set out above.

Responsibility for the day-to-day operation of this policy, including management of the administration process rests with the Head of Business and Premises.

## **5. Legal Framework**

This policy has been drafted to ensure compliance with current employment legislation and also contractual requirements as set down by national and KCC conditions of service.

The school will ensure it fulfils its obligations as an employer under all relevant legislation and case law

In addition, the school will ensure that its practice is consistent with the advice and recommendations of national guidance, regulations and/or legislation that may be issued. This includes the DfES document entitled:

Keeping Children Safe in Education, September 2020.

## **6. Complaints**

Anyone who feels that their treatment has been in breach of this policy may bring a formal complaint. Existing staff of the school should use the established grievance procedure. External applicants should raise their complaint by writing to the Chair of the Governing Body setting out the relevant details. The Chair of the Governing Body will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 15 working days of receiving the complaint.

## **7. Review**

This policy will be reviewed annually and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC/LA advice.

## UPDATE SCHEDULE

Version	Date	Reason for Update
1.00	03/10/05	First Version of Policy
2.01	01/06/08	Complete revision of whole policy
2.02	01/10/08	Final Version of policy adopted by the Governing Body
2.03	07/11/11	Reviewed and minor amendments
3	08/05/17	Complete Review
4	25/5/18	Complete Review
5	25/06/19	Complete review and minor amendments re updated legislation
6	05/02/21	Complete review and minor amendments re updated legislation

