

THE JUDD SCHOOL

POLICY FOR THE RECRUITMENT AND SELECTION OF STAFF IN SCHOOLS

Policy dated: September 2017

Review date: September 2019

1. Introduction – Scope

This policy has been adopted by the Governing Body of The Judd 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 satisfactory 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.

3. Principles and Process

The Headteacher 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.

All appointments must be made by a panel of two or more and from April 2010 all panels must include at least one person who has successfully undertaken the NCSL approved training in Safe Recruitment.

Prior to any recruitment advertisement the manager responsible for the appointment will review the needs of the post before seeking approval of the Headteacher 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 description, 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 school's website, as a minimum. Unless there are good reasons to the contrary then any vacant post will be advertised externally and consideration given for using KCC's Opportunities publication and the www.kent-teach.com website. Use of other media, such as external notice boards, school newsletter, local or national newspaper 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.

The school will give prior consideration to any applicants from KCC's redeployment register, if they apply, before considering other candidates, if they apply.

All shortlisting 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 focused on the priority needs from the person specification and will avoid any unlawful discrimination. Where possible and practicable applicants for teaching and learning positions will be observed practising in their current school. 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.

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 satisfactory recruitment checks. The school will ensure all persons appointed have satisfactory and up to date DBS checks 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 ability to work in the UK.

Documentary proof (not photocopy) 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 satisfactory 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 ideally will be on the organisation's headed notepaper, although emailed references can be accepted.

As far as possible references will be obtained prior to the selection interview so that any relevant questions arising can be raised with the candidate before a selection decision is made.

Under the terms of the Equality Act no questions will be asked about health and attendance in references sought prior to an offer of appointment. However once an offer of employment has been accepted the school may seek supplementary references regarding health and attendance.

The school will abide by the guidance on the use of references as issued to schools by KCC. (see Kent Safeguarding Children Board - Safer Recruitment and Employment: Practice Guidance on Minimum Standards - September 2014).

The school will ensure that all new appointments are subject to satisfactory health report and will ensure that the employer's duty to fully consider any reasonable adjustments is fulfilled prior to an offer of employment being confirmed.

The school will ensure the successful candidate will have permission to work in the UK.

The school will ensure that an appropriate induction programme is available to all new staff and 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 shortlisted 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 six 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.

4. Roles and Responsibilities

The Governing Body has overall responsibility for the adoption and review of this policy, including approval of any amendments. Monitoring and evaluation of the effectiveness of the policy and any specific initiatives undertaken will be delegated to the Finance and General Purposes Committee.

The Headteacher has responsibility for the implementation of the policy and 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 Headteacher, his PA and the School Business Manager.

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, with particular regard to the following

- Rehabilitation of Offenders Act 1974
- Data Protection Act 1998
- Protection of Children Act 1999
- Criminal Services and Court Services Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Work and Families Act 2006
- Equality Act 2010

In addition, the school will ensure that its practice is consistent with the advice and recommendations of the Bichard Report and any subsequent national guidance, regulations and/or legislation that may be issued.

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 Governors setting out the relevant details, who 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 bi-annually and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC/LA advice. Any amendments will require the approval of the full Governing Body.

This policy has been agreed by the F&GP Committee and ratified by the Full Governing Body.

The policy was signed by the Chair and Headteacher at the meeting 3 October 2017. Signed copy is on file

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