

# CHULMLEIGH ACADEMY TRUST

## RECRUITMENT POLICY

**This policy was adopted by the Directors on: 5<sup>th</sup> February 2020**

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## **1 INTRODUCTION AND PURPOSE**

- 1.1 Chulmleigh Academy Trust ('the Trust') is committed to ensuring a consistent approach to recruitment and selection of staff and volunteers, integrating equality objectives and providing a framework to assist each Academy in meeting their legal obligations.
- 1.2 This Policy is designed to ensure that people who are unsuitable to work with children, young people and their families, are deterred and prevented from working within the school environment. This policy directly endorses and supports the mandatory statutory guidance in 'Keeping Children Safe in Education', as updated from time to time.
- 1.3 This Policy does not form part of any employee's contract of employment and we may amend it at any time.
- 1.4 At least one representative from the Trust management and/or Board of Directors with responsibility for recruitment and selection must undertake the Children's Workforce Development Council (CWDC) "Safer Recruitment" online training or "Safer Recruitment and Managing Allegations" training as provided by Devon County Council. Ofsted will request evidence as part of their inspections that this requirement has been met.

## **2 POLICY**

- 2.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 2.2 The Trust aims to ensure that recruitment effectively and efficiently supports the provision of high quality education to the children in the Trust. The Trust's objective in carrying out recruitment is to fill vacancies with people of the highest quality, drawn from the widest possible pool, cost effectively and without unreasonable delay, whilst adhering to principles of fairness and equality.
- 2.3 The Trust actively promotes equal opportunities, eliminates discrimination, promotes positive attitudes to disabled people and takes account of disabilities.
- 2.4 No employee, potential employee or applicant will be unlawfully disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, pregnancy or maternity, gender identity, sexual orientation, religion or belief.
- 2.5 In adopting this policy the Trust is committed to:
  - 2.5.1 Developing and promoting the Trust;
  - 2.5.2 Appointing on merit;
  - 2.5.3 Being open and transparent;
  - 2.5.4 Valuing all individuals involved in the recruitment process;
  - 2.5.5 Valuing existing staff and helping them realise their potential;
  - 2.5.6 Giving appropriate and proper consideration to all applicants;
  - 2.5.7 Working towards developing a workforce that in its diversity can provide an appropriate and professional education to the children;

- 2.5.8 Actively engaging with under-represented sectors of the community where possible;
  - 2.5.9 Using flexible working arrangements, where appropriate, to encourage a diversity of applicants;
  - 2.5.10 Ensuring that assessment techniques and tests are free from any bias that might unlawfully discriminate; and
  - 2.5.11 Giving consideration to making reasonable adjustments at all stages of the recruitment process for applicants with a disability.
- 2.6 The Trust reserves the right not to advertise in exceptional circumstances and where there is a pressing need to appoint a candidate and which to the satisfaction of the Directors justifies the derogation from the requirements of this Policy.

### **3 WHO IS RESPONSIBLE?**

- 3.1 The Trust Board of Directors has overall responsibility for the effective operation of this Policy and for ensuring compliance with the relevant statutory framework.
- 3.2 The Headteacher is responsible for ensuring compliance with overall school policies and procedures.

### **4 SELECTION PANEL**

- 4.1 It is vital that at least one person on any interview panel has had safer recruitment training. This should be checked prior to any interview panel meeting.
- 4.2 The Trust Board has overall responsibility for all staff appointments, but may delegate these responsibilities to the Executive Headteacher.
- 4.3 The Executive Headteacher for non-teaching appointments will normally be expected to lead in determining staff appointments outside the leadership group. Therefore, other than in exceptional circumstances the Trust Board will delegate the responsibility for these matters to the Executive Headteacher.
- 4.4 Depending on the appointment, it may be appropriate to convene a selection panel. Prior to the selection process beginning, a selection panel of at least two people and ideally three will be identified. The same people should conduct the whole recruitment and selection process.
- 4.5 The selection panel will, where possible include women and men.
- 4.6 At least one of the members of the selection panel will have successfully undertaken the online or taught training programme "Safer Recruitment and Managing Allegations" (as provided by Devon County Council, or CWDC online).
- 4.7 It will be checked that the selection committee members are not related to, or have a close personal relationship with any candidate.

### **5 ANALYSIS OF POST REQUIREMENT**

- 5.1 When a post becomes vacant, an analysis will be undertaken to establish whether the vacancy needs to be filled. If it does, the requirements of the post will be reviewed. This will include the working hours of the post, aspects of the role and how they relate

to the overall objectives of the Trust and the individual academy.

5.2 The Executive Headteacher and the Trust Board will need to consider the financial implications of creating a new post, or increasing the working hours of an existing post.

5.3 All jobs will be considered for their suitability for flexible working using the adopted Flexible Working Policy should this be appropriate.

## **6 REVIEW/PRODUCTION OF JOB DESCRIPTION**

6.1 The job description for the vacant post will be reviewed to ensure it reflects the requirements of the post. If there is no job description, one will be produced.

6.2 The job description will state the main duties and responsibilities of the post.

## **7 REVIEW/PRODUCTION OF PERSON SPECIFICATION**

7.1 The person specification sets out the selection criteria - specifying the essential and desirable attributes needed by the successful candidate. These attributes will include:

7.1.1 Qualifications, experience and any other requirements needed to perform the role; and

7.1.2 Competences and qualities that the successful candidate should be able to demonstrate, including suitability to work with children.

7.2 These requirements shall be justifiable and clearly defined to show that no section of the community is being unlawfully discriminated against.

7.3 Applicants shall be made aware that these requirements will be tested and assessed during the selection process.

## **8 NEW OR AMENDED POSTS**

8.1 Any amendments to teachers' job descriptions must be made in line with the conditions of service and the framework of professional standards for teachers as set out in the School Teachers' Pay and Conditions Document.

## **9 ADVERTISING THE POST**

9.1 Consideration will be given to the most appropriate place to advertise the vacant post which may include professional journals, newspapers, community centres, local newsletters, etc.

9.2 A decision not to advertise shall only be taken if the Board of Directors can demonstrate there is good reason not to. All decisions shall be documented fully.

## **10 WRITING AN ADVERTISEMENT**

10.1 Advertisements will be appropriate, cost effective and non-discriminatory and will:

10.1.1 be based on the details in the job description and the agreed selection criteria in the person specification;

10.1.2 avoid any gender, age or culturally specific language or implication;

- 10.1.3 be clear and precise to attract applicants to seek more detail;
- 10.1.4 include the statement: "we are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment."; and
- 10.1.5 give reasons for the appointment being temporary if the post being advertised is for a fixed term or temporary period.

## 11 **SHORTLISTING**

- 11.1 All applicants should complete an application form.
- 11.2 All applications forms should be scrutinised to ensure that they are fully completed, and that the information provided is consistent and does not contain any discrepancies. Any anomalies or gaps in employment should be noted and taken up as part of the consideration of whether to shortlist the candidate.
- 11.3 Shortlisting will be undertaken by all the selection panel members. The panel will agree a final shortlist of applicants to invite to the selection process.
- 11.4 Late applications will not generally be considered and not once shortlisting has commenced.
- 11.5 Shortlisting will be made by reference to the essential, and if necessary, the desirable criteria detailed in the person specification.
- 11.6 Applicants will not be eliminated from the shortlist on the grounds of any 'Protected Characteristics' as set out in the Equality Act 2010, other than where an Occupational Requirement applies. If any such decision is being considered then advice must be sought from the CEO.
- 11.7 Applicants will not be asked general health-related questions before a job offer has been made except to help the Trust to:
  - 11.7.1 decide whether there is a duty to make any reasonable adjustments for the person to undertake any part of the assessment/selection process;
  - 11.7.2 decide whether an applicant can carry out a function that is essential to the job once reasonable adjustments are in place;
  - 11.7.3 monitor diversity among people making applications for jobs;
  - 11.7.4 take positive action to assist people with disabilities; and
  - 11.7.5 be assured that a candidate has the disability where the job genuinely requires the jobholder to have a disability.

## 12 **REFERENCES**

- 12.1 For posts involving contact with children, young people or vulnerable adults, references covering previous employment history will be taken up on all short-listed candidates, including internal ones.
- 12.2 Where possible references will be obtained before interviews take place so that any issues of concern they raise can be explored further with the referee, if appropriate,

and taken up with the candidate at interview.

- 12.3 References for candidates for posts not involving children, young people and vulnerable adults, shall be obtained after interview, and for the successful candidate only.

### **13 ASSESSMENT AND SELECTION**

- 13.1 Assessment and selection methods will be relevant, non-discriminatory and cost effective.
- 13.2 Appointments will be based on merit and the suitability of each candidate for the job, as evidenced against the person specification, and demonstrated by the selection methods. Selection methods will not disadvantage any particular group and all applicants will be treated in a consistent and a non-discriminatory manner.
- 13.3 Appropriate and effective selection tools and processes will be used and a range of selection methods will be considered in order to test candidates' suitability for the role.
- 13.4 Selection will be based on a formal structured interview except where this would place a disabled candidate at a substantial disadvantage.
- 13.5 All candidates will be notified in advance of any test procedures.

### **14 INTERVIEW**

- 14.1 Each candidate will be asked:
- 14.1.1 the same core set of questions and their answers fully noted. Answers may be probed further as appropriate;
  - 14.1.2 competency questions to assess personal behaviours towards safeguarding, with outcomes being fully recorded; and
  - 14.1.3 to discuss the circumstances of their declarations about their criminal history either at interview or in a separate meeting.
- 14.2 Discrepancies or anomalies in the information candidates have provided will be queried and satisfactorily resolved.

### **15 DECISION MAKING, FEEDBACK AND OFFERS OF EMPLOYMENT**

- 15.1 When assessing candidates with disabilities, their suitability will be considered on the basis that any reasonable adjustments that may be required have been made.
- 15.2 Each member of the selection panel will score each candidate at the end of each interview privately before the overall scores are agreed collectively and the best candidate chosen. If additional selection methods are used, these will be fed into the decision-making process at the end, and the candidate who best meets the selection criteria chosen.
- 15.3 The selection panel will agree feedback for each candidate and record whether or not each candidate is suitable for appointment, even if not the first choice candidate.
- 15.4 Offers of employment will not routinely be made at interview.

- 15.5 All candidates will be notified of the outcome of the interview as soon as possible. However, the selection panel will wait until the successful candidate has accepted the offer before informing unsuccessful candidates, unless they are clearly unsuitable for the post.
- 15.6 All candidates will be offered feedback on their performance during the selection process and an explanation of the decision, if requested.
- 15.7 The initial job offer to the successful candidate will normally be made verbally and followed up in writing within seven working days, stipulating that appointment is subject to satisfactory employment checks of:
- 15.7.1 References;
  - 15.7.2 Medical fitness for successful candidate only;
  - 15.7.3 Qualifications;
  - 15.7.4 An enhanced DBS check;
  - 15.7.5 Proof of identity and eligibility to work in the UK;
  - 15.7.6 Membership of any appropriate professional body; and / or
  - 15.7.7 Disqualification under the Childcare Act 2006 for eligible staff.
- 15.8 Original documents should be produced and a copy of these will be taken and kept on the successful candidate's personal file with the exception of the DBS check.

## 16 **RECORDS OF INTERVIEWS**

- 16.1 The Trust shall maintain a central record for the complete recruitment process for a minimum of 12 months.
- 16.2 All recruitment paperwork relating to the successful candidate will be retained and placed on his/her personal file.
- 16.3 Individuals are able to access all the paperwork relating to their recruitment process in accordance with the Freedom of Information Act.

## 17 **ELIGIBILITY TO WORK IN THE UK**

- 17.1 To ensure that recruitment practices are not discriminatory, all short-listed applicants, will be asked to produce original documents as evidence of their right to work in the UK.

## 18 **VOLUNTEERS**

- 18.1 Recruitment of volunteers will be in line with this policy and appropriate recruitment checks shall be made on volunteers.

## 19 **APPOINTMENT**

- 19.1 An offer of appointment to the successful candidate should be conditional upon:
- 19.1.1 the receipt of at least two satisfactory references (if those have not already



- been received);
- 19.1.2 verification of the candidate's identity (original documentation must be seen and a copy taken);
  - 19.1.3 where appropriate, a satisfactory check from the Disclosure and Barring Service (DBS) (before working unsupervised with children);
  - 19.1.4 pre-employment health screening that is targeted, necessary and relevant to the job which has been offered;
  - 19.1.5 verification of qualifications (original documents must be seen and a copy retained);
  - 19.1.6 verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), National Professional Qualification for Headship (NPQH);
  - 19.1.7 (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
  - 19.1.8 (for non-teaching posts) a satisfactory completion of the probationary period; and
  - 19.1.9 verification of the right to work in the UK (original documents must be seen and a copy retained).

**END OF POLICY**