

Oaks Park High School

Title of Policy: Staff Recruitment

Person responsible: J Hamill

Date for review: 2017

Supporting Statement and Scope of this Policy

This policy covers all teaching and support staff vacancies which occur within the school. The document highlights the school's commitment to equality of opportunity for each and every member of its workforce in the areas of recruitment, promotion, training and all other employment practices. In this way it is believed that the policy will enhance the quality of life for the school's existing staff and encourage all sectors of the community to apply for appropriate vacancies.

Policy Statement

Aims:

To ensure that:

- the selection and recruitment process is objective, fair and efficient;
- the most suitable candidate is appointed to the vacant post (taking into account the school's strategic objectives and current legislation);
- the appointment takes place as soon as possible.

To safeguard and promote the welfare of our staff and students through an effective and thorough recruitment and selection procedure.

The policy is consistent with Government guidance on Safeguarding Children and Recruitment in Schools.

Commitment - The school is committed to:

- the Disclosure & Barring Service (DBS) process (the appointment of a new member of staff is subject to an Enhanced DBS check and a central record is maintained by the school);
- actively promoting equality of opportunity, opposing all forms of discrimination and providing genuine equality of opportunity to make full and effective use of its entire workforce.

The school confirms its full compliance with the requirements of the Race Relations Act 1976; the Sex Discrimination Act 1975 (as amended); the Disability Discrimination Act 1995; the Equal Pay Act 1970 (amended 1983) and the various Codes of Practice dealing with the avoidance of race, sex and disability discrimination.

Our policy is to attract high quality applicants and process recruitment efficiently, in accordance with best practice, policies on equal opportunities and in a cost-effective manner. Candidates for a particular post are all assessed against the same criteria.

School Recruitment Procedures

Job Description and Person Specification – all posts

- The job description describes the post in detail and is a guide to the level and range of responsibilities the postholder will be expected to undertake. It is neither exhaustive nor inclusive and may be amended from time to time to meet changing circumstances and demands. It will not form part of the postholder's contract of employment.
- The person specification identifies the minimum skills, experience and qualifications required by the postholder to carry out the job effectively and the level of competencies required.

School Recruitment Procedures (cont.)

Advertising Procedure

All permanent posts will usually be advertised externally (on the LBR Recruitment Website and the School Website as a minimum) and internally (Staff Bulletin), in line with national guidelines. There may be occasions where a permanent post is only advertised internally due to specific circumstances. For temporary appointments the school will decide if a post should be advertised internally or externally (or both). Where a post is to be advertised externally (national/local press), the Headteacher will determine where the post should be advertised.

The Application Form

All applicants will be required to complete either a teaching or support staff application form. This is a key part of the selection process and the contents of the form are in line with Government requirements. CVs or other testimonials will not be considered in place of the standard application form. Applicants should ensure that their applications relate to the requirements of the person specification as this information will be used in the interview selection process.

Employment History

Correct dates must be stated in date order. If there are employment gaps, these should be explained in the letter of application.

References

Applicants should provide their present or most recent employer as one of their referees. Where they have previously worked with children, at least one reference must be sought from this source. Posts will not be confirmed until two satisfactory references have been received.

Unless specified otherwise, the school will write for references after an applicant has been shortlisted. Ideally, references should be available at the time of the interview. The selection process will be significantly delayed if references are unavailable at interview.

Special Requirements

If special facilities are required at interview, the shortlisted candidate must request these when accepting the school's invitation to attend. Every effort will then be made to meet the identified need.

Monitoring Information

All applicants are requested to complete the monitoring information section of the application form. This information is required to ensure equality of opportunity for all; will enable us to monitor and ascertain the policy's effectiveness and make recommendations on how improvements can be made. The information in this particular section is confidential to the school and will be separated from the application form before shortlisting occurs.

Data Protection Regulations

The storing and processing of personal data provided by applicants is subject to strict guidelines on security and confidentiality, contained within our Data Protection Policy. The forms of unsuccessful applicants will be kept on file for six months from the date of the interview and then destroyed.

Shortlisting

Appropriate school staff will be chosen for the shortlisting panel. The panel will consist of members of management and staff with skills and expertise relevant to the existing vacancy. At least one member of the shortlisting panel will have completed safer recruitment training.

The shortlisting panel will decide, from the evidence provided in the application form, which applicants best meet the criteria. **Applicants who meet the minimum criteria are not guaranteed an interview.**

Interview Process

- Applicants will be contacted as soon as possible after the closing date if they are to be invited for interview. They will be given details of the selection methods the school will be using along with an appropriate school contact name and telephone number.
- Interview panels consist of 2-5 people with skills and expertise relevant to the post. If appropriate these will include governors and/or external consultants.
- All candidates will be asked the same core questions, with supplementary questions asked by panel members as they see fit. Every candidate will be assessed on their capability/fitness to work with children/young people.
- The interview panel will take notes during the interview. These will be kept with each individual's application form.
- Candidates shortlisted for teaching and cover supervisor post may be required to teach/cover part of a lesson. Sufficient notice will be given of age, ability range and expected content prior to interview.

Practical Assessments

For some appointments, practical assessments may be used as part of the selection process to provide additional information about a candidate's knowledge, skills or aptitude. However, appointments are not made solely on the basis of practical assessment.

Candidates are given the opportunity to receive professional feedback on their performance in assessments.

Other Recruitment Information

The decision of the interview panel is made on the basis of information given during the recruitment process.

- The successful candidate will be required to complete an Enhanced Disclosure & Barring Service (DBS) form once an offer of employment is made. This is to determine any criminal convictions/cautions. The completed form will be forwarded to the DBS via the Local Authority. New employees will not be allowed to start work until they have been cleared on a 'Children's List' (List 99) check – which is part of the DBS checking procedure.
- All offers of employment are subject to receipt of two satisfactory references (one of which must be the current or last employer and should be undertaken by a person who has the authority to write a reference); medical clearance by the Local Authority's Occupational Health Nurse (usually a pre-employment questionnaire is sufficient, although in some cases a medical examination may be required); proof of qualifications and DBS clearance.
- All offers of employment are also subject to confirmation that an individual is permitted to work in the United Kingdom in accordance with the provisions of the Asylum and Immigration Act 1996. Under Section 8 of the Act it is a criminal offence to employ someone who is subject to immigration control and does not have permission to live or work in the United Kingdom. All successful candidates will be required to provide documents identified in the Act and will be advised of the acceptable documents.
- The Rehabilitation of Offenders Act 1974 recognises the principle that people who have been convicted of an offence should not, as a result, be discriminated against for the rest of their lives. It therefore prohibits discrimination in employment within defined limits. For certain jobs there is a requirement to take into account any previous convictions and there are others where convictions which have not become 'spent' may be taken into consideration. Please ensure that this section of the application is completed.
- Support staff are subject to a six months' probationary period before the appointment is confirmed.
- New employees will be expected to take part in child protection training events organised by the school as appropriate.

Results of the Selection Process

The successful candidate will normally be notified by telephone on the day of the interview. This will be followed by an offer letter within 2 days. The offer letter will also advise which checks and clearances will be required prior to an appointment being confirmed.

Unsuccessful candidates will be contacted by phone or letter within 5 days. Interview feedback will be provided by telephone if requested. Feedback is not provided in writing.

Induction

New staff will be introduced to their work colleagues, shown around the school premises and familiarised with appropriate school procedures and working regulations, including health and safety requirements within the workplace. This forms part of a structured induction procedure for both teaching and support staff.

Appropriate training relevant to the requirements of the post will be provided. This will be ongoing and individual needs monitored accordingly. Training is provided by appropriate staff either within the school and/or external providers.

Management / Professional Development Review

Staff participate in an annual Performance Management Review as outlined in the school's policy schemes (there are separate policy schemes for teaching and support staff).

The purpose of the review is to support the process of dialogue and feedback on performance. This two-way process provides a professional setting for staff and their line managers to constructively consider past performance and future development. It also seeks to promote dialogue, discussion and collaboration and provide an organisational framework for evaluating and improving management and leadership in the school.

Policy Review

This policy will be reviewed every 2 years to ensure that it complies with current legislation.