



Coatham Church of England Primary School Recruitment and Selection Policy

Reviewed May 2013

Next review May 2016

Chair of Governors.....

Date.....

Head Teacher.....

Date.....

Recruitment and Selection Policy

Introduction

It is the policy of this school to achieve a consistent and equitable approach to recruitment and selection which will be used by all Governors, Headteacher and school employees involved in this procedure.

Throughout the policy the safeguarding of children is given priority and recommendations from the DfE guidance document "***Safeguarding Children: Safer Recruitment in Education 2007***" are followed.

The policy aims to deter, identify, and support the school in rejecting people who may be unsuitable to work with children and may present a risk of abuse to children. Safer recruitment practices are considered at every stage of the recruitment process.

In addition to safer recruitment, the policy seeks to eliminate discrimination and promote equal opportunities in employment, thereby enhancing the quality and range of people employed by the school to enrich the education of students.

Policy statement

Coatham Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

KEEPING CHILDREN AND YOUNG PEOPLE SAFE IS EVERYBODY'S BUSINESS.

It is the Governing Body's policy that at least one member of each interview panel will have completed safer recruitment training.

Planning the process

When a vacancy becomes available the need for the post will be reviewed before a recruitment process is undertaken. This will establish whether the need for the duties and responsibilities of the post still exist, have increased, decreased, or changed in any way, taking into account developments that are predicted or anticipated in the foreseeable future. If a change to the nature of the post is planned, the Governing Body will follow an agreed consultation process to amend the staffing structure.

Once it has been determined to recruit to a vacant post, a panel will be set up in accordance with the Governing Body's policy. The panel will be

decided by the Headteacher in accordance with the delegated responsibility.

The selection panel will:

- • Agree the panel members responsible for scrutinising the applications prior to short listing and references prior to interview.
 - • Agree a timetable with panel members.
 - • Review the job description and person specification and ensure any necessary re-evaluation of grade, salary and conditions of service is undertaken when necessary.
 - • Draft the advertisement and covering letter or delegate this to one member.
 - • Plan the methods of assessment to be used during the selection process.
 - • Consider whether it would be appropriate to invite external advice or support from the Local Authority, or other relevant body or expert.
- A selection panel will always be of at least 2 people, preferably a minimum of 3.

For the recruitment of a Headteacher or Assistant Headteacher the selection panel must consist of at least 3 Governors. Specific advice from the LA and Diocese will be obtained whenever the appointment of a Headteacher or Assistant Headteacher is undertaken. The members of the selection panel will be appropriately prepared for every stage of the process.

Job description

The job description will describe the purpose, scope, duties and responsibilities of the job. The existing job description will be reviewed before a new postholder is recruited to check that the duties, responsibilities and grading of the post are still correct. The job description will provide the basis of the selection procedure along with the person specification.

Personal specification

Every post will have a personal specification. It will be reviewed along with the job description before recruitment is undertaken. The personal specification will identify both essential and desirable criteria which are

required to perform the duties of the post. The selection panel will use the personal specification at both shortlisting and interview. The personal specification will indicate how the requirements of the post will be tested and assessed during the selection process.

Application Form

All applicants will be required to complete all sections of the relevant standard application form. A curriculum vitae will not be accepted in place of an application form.

For online applications, arrangements will be made for candidates to sign the declaration when attending for interview.

Advertisements

Consideration will be given by the panel to where the post should be advertised in addition to the Local Authority media. Advertisements for Headteachers or Assistant Headteachers will be placed in the printed media circulated throughout England and Wales, except where the Governors secure confirmation from the Local Authority that the situation is one where this is not required.

Scrutinising and Shortlisting

After the closing date and prior to shortlisting taking place, the delegated panel member(s) will scrutinise all application forms. Discrepancies, anomalies or concerns identified will be considered during shortlisting and further investigated prior to interview. If the candidate is selected for interview, any queries will be explored during the selection process.

At shortlisting, the qualifications, experience, knowledge and skills of the candidate will be assessed against the essential and desirable criteria of the person specification. The following principles will be followed:

- At least two members of the panel will be involved in the shortlisting.
- Shortlisting will be based only on the information contained within the application form and letter or arising from scrutiny.
- The criteria will be consistently applied to all applicants.
- Applications will be measured against the selection criteria and not other applications.
- Selection criteria may be weighted to recognise more important aspects.
- Where the Disability Discrimination Act may apply to the applicant, further advice will be sought in applying the shortlisting criteria.

Any requirement for formal qualifications will be linked to the requirements of the post. Candidates will not be given priority, nor discriminated against, because they hold a higher qualification than specified.

- •The reasons for selecting or rejecting candidates for shortlisting will be recorded.
- •A critical re-appraisal of the original documentation will take place if a sufficient field is not secured before re-advertisement.

References

References will be taken up prior to interview. The school has a standard reference form which all referrers will be expected to complete. Wherever possible, adequate time will be allowed between short listing and interview in order for references to be scrutinised. If, in exceptional circumstances, references are taken up after the offer of an appointment has been made, the selection panel will ensure that the references are obtained, scrutinised and any concerns resolved before the appointment is confirmed.

Applicants will be asked to provide the details of two referees. One referee will be the applicant's current or most recent employer. If the applicant is not currently working with children but has done so in the past, details will also be requested of that employer. References will be sent to work based addresses.

No open references or testimonials will be accepted, nor references from relatives or people solely in the capacity as friends. (refer to the form for the questions to be asked)

The referee will be informed that they have a responsibility to ensure the accuracy of the reference and that it does not, to the best of their knowledge, contain any misstatements or omissions and that relevant factual content of the reference may be discussed with the applicant. The nominated panel member(s) will scrutinise the references before interview and seek clarification where necessary. Any issues will be taken up with the applicant during the interview. Information provided about past disciplinary action or allegations will be considered in the circumstances of each individual case and will not automatically rule out an applicant before the selection procedure.

Selection Process

Candidates short listed for interview will, wherever possible, be given at least 7 days written notice of the procedure. Candidates will be informed what selection procedures will be included in the recruitment process and approximately how long it will take.

Candidates will be asked to bring all relevant documentation to verify qualifications, right to work in the UK and a recognised form of identity to the selection procedure. Arrangements will be made to copy the documentation of the successful candidate for retention on file.

Candidates should be asked if they have any specific requirements that need to be taken into account. Where necessary, advice will be sought in relation to making adjustments under the Disability Discrimination Act.

The selection process for people employed to work with children will always include a face-to-face interview, even if there is only one candidate. The interview will assess the candidate against the job requirements and explore their suitability to work with children. The content of the questions will be planned by the panel beforehand and will reflect the guidance on Safer Recruitment from the DfES updated in January 2007. All candidates will be asked the same questions and explore any gaps in the candidates application form. The interview panel will explore the candidate's attitude towards children and young people, his or her ability, the school's agenda for safeguarding and promoting the welfare of children, gaps in the candidate's employment history and any concerns arising from the information provided by the candidate and/or referees.

If, for whatever reason, references were not available before the interview, the candidate will be asked if there is anything they wish to declare or discuss as a response to the questions that will have been put to the referees. They will be informed that the appointment will not be confirmed until responses to the range of checks and references have been received.

Conditional Offer

The successful candidate will be verbally informed of the intention to offer them the post. It will be made clear that this does not constitute a formal offer of appointment and that a number of checks are required before such an offer can be made. Any written communication will also make this clear. In the event that the candidate does not take up the appointment any decision to offer the appointment to a second choice candidate will be taken by the whole panel.

Unsuccessful candidates will be advised as soon as possible after the interview. All documentation relating to the selection process will be retained for 6 months.

Whenever possible, the panel will review the process and communicate any learning

points to the wider group of those undertaking recruitment for the school. Feedback will be offered after the recruitment process to all applicants upon request.

Monitoring and Evaluating

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping the school recruit, well motivated staff who share our ethos of safeguarding and promoting the welfare of children and young people. Any new legislation or directives will be incorporated into the policy as necessary.

Appendices

Standard forms and letters used in the recruitment process.

SAMPLE LETTER INVITING TO INTERVIEW

Dear XXXX

Application for Year x Teacher - Post No.

I refer to your application for the above post and am pleased to inform you that you have been selected for interview. Your interview has been scheduled for Friday 18th June.

The interview will be held at 3.15 p.m.

Please let us know if you are **unable to attend** for the interview.

The purpose of the interview is to assess your suitability for the post and give both the panel and yourself an opportunity to gain further information before making an appointment. It will be used to seek clarification on information that you have provided in your application form and any relevant issues arising from your references. The selection process and interview questions have been structured around the employee specification and job outline for the post. In addition to your ability to perform the duties of the post, the interview may also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults including:

- •Motivation to work with children or vulnerable adults
- •Ability to form and maintain appropriate relationships and personal boundaries with vulnerable groups
- •Emotional resilience in working with challenging behaviours
- •Attitudes to use of authority and maintaining discipline.

Please bring with you to interview original documents as proof of:

- **Identity** – please bring two documents showing name and date of birth and wherever possible including a photograph e.g. passport, driving licence or birth certificate
 - **Change of name** if applicable e.g. deed poll, marriage certificate
 - **Current address** e.g. a current bank statement or utilities bill
 - **Educational or professional qualifications** required or relevant for the post. Only original certificates or copies certified by the awarding body will be accepted or written confirmation of the qualification from the awarding body. Any foreign language documents must be accompanied by an authorised translation.
- A criminal records bureau check is required for this post. The above documentation will provide sufficient documentary evidence for completion of your CRB form.

THE INTERVIEW PROCESS

1. Candidate arrives.
2. Office to collect documents and immediately ✓ check list A or list B and ✓ check that photocopies have been taken of relevant documents.
3. The above form to be attached to the candidates master pack which is sent to the Safeguarding panel.
4. Candidate attends "Curriculum Interview".
5. Meanwhile Safeguarding panel check the Safe Recruitment checklist particularly the "Before Interview Section" and note any issues for the "At Interview" section to be dealt with.
6. Safeguarding panel calls candidate for interview when ready.
 - a) Ask Safeguarding questions noting positive and negative indicators
 - b) Ask specific questions from the Safe Recruitment checklist
 - c) Ask candidates to sign form where forms were sent electronically "Declaration by Applicant"
 - d) Inform candidate and ✓ check on the checklist of the
 - No smoking policy
 - That any job offer is conditional on references, medical report, CRB status and subject to a probationary period (NQT's only)