



HALFWAY JUNIOR SCHOOL



Recruitment and Selection Policy

Date of policy 19th January 2016

Review: January 2018

“Supporting Each Other to Achieve Success for All”



HALFWAY JUNIOR SCHOOL

SAFER RECRUITMENT & SELECTION POLICY

The Governors of Halfway Junior School recognise the tremendous importance associated with employing all levels of staff to work in our school. It is the staff rather than any policy or documentation that enables the aims and visions of the school to be realised. The effectiveness and efficiency of any school is intrinsically linked to the quality of staff employed.

The aim of this policy is to clarify the schools position in accordance with the following:

1. National legislation regarding the recruitment and selection process,
2. The guide to the law for school governors.
3. 'Recruitment and selection' – A guide to good practice (LA)
4. The most current 'School Teachers' Pay and Conditions of Employment.
5. The schools policies on: 'Pay', 'Child protection' and 'Equal opportunities'
6. Training and procedures advocated by the governor support service
7. Local Authority's Safer Recruitment Policies & Practices

Selection Responsibilities:

The responsibility for employing both support staff and teaching staff, below deputy head teacher level, has been delegated to the Governing Body of Halfway Junior School.

For all appointments full governing body should nominate a recruitment and selection committee to undertake the selection process.

Declaration of interest.

Governors must declare any direct personal interest in applying for a post at the earliest possible opportunity of the recruitment process. This normally disqualifies them from any further involvement in the process. Governors who have a personal association or any other interest with any candidate must declare this an interest, although this does not necessarily disqualify them from the process, but is at the discretion of the panel as a whole.

Governor Training

All governors involved in the recruitment and selection of staff should normally have completed appropriate training from the School Governor Service.

Identification of staffing needs. School / Finance

Before undertaking the recruitment process, the Resources Committee should meet to establish long term funding arrangements of posts. Consideration should then be given to whether:

- the post can be filled internally;
- if appropriate to consider a redeployed person;
- the post be permanent, temporary or casual;
- commencement of appointments
- standard periods of notice.

Job Description & Personnel Specification:

The recruitment and selection panel should agree the job description and the personnel specification, noting the requirements of the school where appropriate. These two documents must be used as a basis for the appointment.

Advertising.

Head & Deputy Head teacher appointments are to be advertised at both Local and National levels i.e. Times Educational Supplement. All other staff to be advertised via Local Authority's internal Staffing bulletin. The School newsletter may be used to advertise for Lunchtime Supervisors, Cleaners and Casual non-contractual staff. The timing of adverts should aim to maximise the potential number of candidates and to ensure the best possible continuity for the children.

Safer Recruitment & Equal Opportunities

A statement relating to safeguarding children and equal opportunities should be incorporated in the advertising process and included explicitly in the job description and personnel specification eg:

"The school is committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. This would include willingness to participate in relevant training. The successful candidate will be required to complete a DBS form in line with Section 115 of The Police Act 1997. Sheffield City Council is an equal opportunities employer and has publicly committed to this by signing up to the "Two Ticks – Positive About Disabled People" scheme. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description are guaranteed an interview. It is not enough to tick that you are disabled on the monitoring form, if you are disabled and feel this applies to you, please let us know by quoting:- "I am eligible for a guaranteed interview under the two ticks scheme" on your application form at the bottom of the "Suitability for the Job" section. Please make sure this is written as a separate paragraph to make sure it does not get lost in the content of your application."

At least 1 member of the R&S panel and interview team will have undergone safer recruitment training within the last 3 years.

Internal applicants.

To ensure equality of opportunity, posts should generally be advertised at either School, Local or National level. The exceptions to this rule being:

- Allocation of teacher's additional allowance points.
- Temporary staff that have undergone interview, who can then be made permanent.
- Increase in hours of existing staff.
- Interviewed staff, who are not appointed and who may then be suitable for subsequent posts.

Visits to school.

Potential staff should be encouraged to visit the school during the normal school day.

This is not an element of the recruitment process but is regarded as important in helping potential staff clarify questions and aid their decision-making.

The R&S Panel

The constitution of the recruitment and selection panel at the outset should be decided at a Full Governors meeting for the appointment of a Head or Deputy and at a Resources Committee meeting for the appointment of teaching staff. When appointing support staff the R&S panel can be agreed by the Head and Chair of Governors.

When appointing a Head or Deputy, wherever possible the recruitment and selection panel should include at least one parent Governor and a majority of foundation Governors. When appointing a Class teacher, the Resources Committee should include wherever possible one parent Governor, two foundation Governors and the Head teacher. When appointing support staff or other employees the Resources Committee should normally include the Head teacher and two governors.

Members of the R&S panel should all be Recruitment & Selection trained through governor service and at least one member be Safer Recruitment trained.

The Short Listing

Any discrepancies/anomalies/gaps in employment should be noted and explored if candidate is to be shortlisted. All parts of the application form should be fully completed.

Applications submitted on-line should be signed by the candidate prior to interview.

All Application forms for unsuccessful candidates should be kept for a minimum of 6 months and reasons as to why they were not short listed must be documented.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

References.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

The Interview

The nature of interview questions should address the different elements of the job description. The same questions should be asked of each candidate. A matrix should be used to record the candidates' answers for later discussion. Candidates should be asked if they have any questions, are willing to accept the post if offered.

Consideration should be given to making the interview as friendly and informal as possible. A waiting room for candidates should be provided. The procedure for informing both successful and un-successful candidates should be agreed in advance - as should the length of interview and consultation period. A timetable for the interviews should be provided for all participants.

Photographic evidence, confirmation of address, permission to work in the UK, details of contact numbers and proof of qualifications should be checked prior to interview and copies retained for successful candidates.

Post Interview.

Designated Governors should inform successful and unsuccessful candidates. The Chair of Governors should complete the necessary monitoring forms and the Headteacher should inform Payroll and Human Resources of appointment.

The successful candidate should be offered the post in writing and other candidates should be informed of the outcome by telephone and informed of the opportunity for feedback from a selected panel member. The offer made to candidates is subject to satisfactory references being taken, successful completion of a DBS check, successful completion of the childcare disqualification self disclosure form and checks on sanctions using Secure Access (NCTL).

Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices in line with 'Keeping Children Safe in Education' 2015 and 'Working Together to Safeguard Children' 2015.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).