



IRONSTONE ACADEMY TRUST

# **Recruitment & Selection Policy**

## **for school based staff**

January 2019

**Adopted By : IAT**

**Date : July 2016**

Human Resources  
Revised : 29.09.2014

## **MODEL RECRUITMENT & SELECTION POLICY STATEMENT AND PROCEDURES FOR SCHOOLS**

### **1. INTRODUCTION**

(Name of School) is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff, governors and volunteers to share in, and demonstrate, this commitment.

### **2. RATIONALE**

The School's policy and procedures have been developed in response to and in support of:

- DfE Document "Keeping Children Safe in Education - Statutory Guidance April 2014"
- HR Safer Recruitment Workshops 03/2006 and all associated guidance and documentation issued there from;
- NCSL "Safer Recruitment" on line training
- HR Recruitment and Selection Checklist which will be used as an exemption of good practice and to inform the process throughout

In adopting the following recruitment and selection procedures and other Human Resources Management processes, (Name of School) will, as far as is reasonably possible, deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them.

The Head Teacher and Governors will review the policy and procedures, as a minimum, on an annual basis.

The School's policy will cover the following areas:

- Vacancy Advertising
- Job Descriptions
- Person Specifications
- Applications
- Shortlisting
- Interviews
- Appointments
- Induction

### **3. VACANCY ADVERTISING**

For all teaching and support staff posts, the following will be included in any advertisement:-

- School Safeguarding Statement
- Requirement for Enhanced DBS Disclosure (formerly CRB)
- Requirement for pre-employment Questionnaire, Medical/Clearance
- Equal Opportunities Statement

### **4. JOB DESCRIPTIONS**

All teaching and support staff posts will have an up to date job description detailing:-

- Job Title
- Grade and Salary range
- Responsible to (post title of Line Manager)
- Responsible for (post title(s) of staff reporting to job holder)
- Statement covering principle purpose of job
- Outline of key responsibilities
- List of duties required to achieve key responsibilities

### **5. PERSON SPECIFICATION**

All teaching and support staff posts will have, in addition to a current job description, a matching person specification detailing the Essential and Desirable criteria required to fulfil the role against:

- Qualifications
- Knowledge and Experience
- Skills and Abilities
- Competencies
- Other (covering such as specific and justifiable requirements for the post e.g. current driving licence, physical demands)

### **6. INFORMATION PACKS**

The School will maintain candidate information packs appropriate to the level and nature of the post to be advertised.

For all teaching and support staff posts, this will include:

- Application form, job description and person specification
- Terms and conditions of post
- Statement reinforcing the requirement to fully complete the application form and that 'gaps' will be followed up
- Child Protection/Safeguarding/Equal Opportunities Statement

- Interview procedure : Shortlisting, References, Panel composition, process will look at both the post applied for AND the candidates attitude towards children/young people and their safeguarding (including specific questions)
- Enhanced DBS (formerly CRB) Disclosure will be sought
- Two References, one of which must be from current or most recent employer, are required
- School and/or LEA information as appropriate

## 7. **APPLICATIONS**

Only candidates completing the appropriate Local Authority application form (for Voluntary Aided Schools, the CES application form) will be considered. Curriculum Vitae's may be submitted in support but not instead of a fully completed application form.

Incomplete application forms will be rejected. Any failing to explain gaps in employment information may be returned to the Candidate for completion and such omissions may be explored further at interview.

## 8. **SHORTLISTING**

Shortlisting will be conducted by at least three members of staff/Governing Body representatives, one of whom shall be the Head Teacher (having successfully completed the NCSL 'on line' training).

As a minimum, only those candidates who fulfil the requirements of 7 above will be considered. The panel will select on the basis of candidates who meet the essential criteria of the person specification.

## 9. **REFERENCES**

Two references, one of which must be from the current or last employer, will be sought for each shortlisted applicant, using the Local Authority standard pro-forma reference form (adapted as necessary to meet the requirements of the school and the specific post advertised). **Open references will not be accepted.**

## 10. **INTERVIEW**

### **The interview panel shall comprise those who carried out the shortlisting process**

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate's suitability for the post, the panel should explore:

- the interviewees attitude towards children and young people

- the interviewees willingness and ability to support the School's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidates employment history
- any other concerns or discrepancies arising directly from the interview

Each candidate will be required to present at interview original documents to prove identity, residence and qualifications (if this is an essential criteria requirement). Failure to provide the necessary documentation will invalidate the application.

## **11. APPOINTMENT**

The interview panel will determine the most suitable candidate and ensure that at least two references are in place in support of the decision.

Appointments will always be made subject to receipt of satisfactory enhanced DBS disclosure and pre-employment checks, including medical questionnaire/subsequent medical referral and References.

## **12. INDUCTION**

(Name of School) accepts that induction plays a vital role in integrating any new member of staff into the school community, culture and values. During the initial induction phase the following key areas will be covered:

- Code of Conduct for teachers and support staff
- Performance Management/Staff Appraisal
- Professional/Personal Development
- Child Protection
- Behaviour and Anti-Bullying
- Physical Restraint/Intervention
- Anti-Racism
- Whistle Blowing
- Internet/Email
- Sickness Absence
- Capability
- Disciplinary