



## Recruitment and Selection Policy - Schools

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### 1. Aim of this Policy

This policy has been developed to ensure that Schools' recruitment processes are transparent, fair, provide equal opportunities for all and are in line with employment legislation. It aims to ensure that roles and responsibilities are clear relating to how we attract, assess and select the right people, based on an applicant's abilities and attributes which are measured against the job criteria and competencies.

This Policy should be read in conjunction with the Recruitment and Selection Guidance and Equality Act Statement.

### 2. Scope

This policy applies to the recruitment and selection of internal and external applicants. It applies to all recruitment, whether permanent, temporary/fixed term, casual or volunteers.

Please refer to the Redundancy Policy for re-modelling/restructuring procedures which includes further information regarding the process and the duty to explore suitable alternative vacancies for those employees whose employment is likely to end.



### 3. Definitions

**Recruiting Manager** – The person taking lead responsibility for the recruitment process. Please refer to the school scheme of delegation as this could be the Headteacher, Chair of Governing Body or another appropriate person.

**LA** – Local Authority.

### 4. Roles and Responsibilities

#### ***The Governing Body is responsible for:***

- notifying the LA, and the Diocesan Advisor (where appropriate) in writing of a Headteacher/Deputy Headteacher vacancy/prospective vacancy that has occurred;
- sending a specification for any teacher vacancies to the LA and the diocese;
- appointing a recruitment panel (for Headteacher and Deputy Headteacher recruitment;)
- appointing the successful candidate as recommended by the recruitment panel or recommending the applicant in question to the LA (where the school is a community, voluntary controlled, community special or maintained nursery school).

#### ***The LA is responsible for:***

(In community, voluntary controlled, community special or maintained nursery schools)

- giving advice to the Governing Body and the recruitment panel through a representative at all stages of the selection process;
- attending stages of the selection process, through a representative, as appropriate;
- confirming the appointment of the recommended applicant unless they do not meet any relevant qualification requirements.

#### ***The Headteacher is responsible for:***

- ensuring that all employees engaged in recruitment and selection processes are aware of, understand and are able to implement this policy and have received adequate training.

#### ***The recruiting manager is responsible for:***

- selecting the appropriate job description and person specification to accurately and fairly reflect the requirements of the post;
- protecting time to plan for recruitment activity so that it is robust and conducted in a timely manner;
- ensuring that ALL vacancies follow an appropriate authorisation process;
- writing the job advertisement to ensure that it fully reflects the role to attract applicants with the required skills, attributes and experience;
- ensuring media expenditure is approved;
- shortlisting applicants, preparing and conducting interview and selection processes in accordance with the guidance;
- keeping accurate records relating to the selection process for 12 months;
- providing shortlist or interview feedback to applicants on request;
- undertaking any relevant qualification, registration, DBS and Right to Work identity checks;
- ensuring advertisements are placed;



- issuing the relevant documentation for the successful candidate;
- ensuring the appointed candidate is added to the HR & Payroll system.

## **5. Attract, Assess, Select**

Please refer to the Recruitment and Selection Guidance for further detail on these stages.

### ***Identifying a Vacancy***

Consider the need for the vacancy and whether the role may require changing in any way; this may also include identifying the role as an apprenticeship opportunity, supported by the Apprenticeship Levy.

## **ATTRACT**

### ***Approval***

Seek the necessary approval.

### ***Advertise***

Consideration should be given to roles if suitable applicants were appointable from previous similar advertised roles within a 3 month period.

Positions of Headteachers' and Deputy Headteachers' must be advertised throughout England and Wales in a manner likely to bring it to the attention of persons who are qualified to fill the post.

Where the role requires that the post holder will come into contact with children and families, there must be a clear statement that recognises the responsibilities around safeguarding children and improvements in outcomes for children. This should also be included in the job criteria in the job description and person specification.

All costs of external advertising must be met from within the school budget.

## **ASSESS**

### ***Shortlist***

The shortlisting process must be undertaken by a minimum of two people.

Any Governor should be excluded from the recruitment panel if they have pecuniary interests and they should withdraw at the earliest stage from the selection process if they have a declaration of interest or are related to, or know well personally someone who is applying for the job in question

All applicants who declare that they have a disability and who meet the essential criteria for a vacancy must be shortlisted.

The recruitment panel must notify the LA in writing of the names of the applicants short listed for the post of Headteacher to enable the LA to consider its entitlement to make representations about unsuitable applicants.



In community, voluntary controlled, community special and maintained nursery schools the LA, through a representative, is entitled to attend, for the purposes of giving advice, at all stages of the selection process for all teaching employees (including Headteacher and Deputy Headteacher). Any advice given by the LA representative must be considered before a decision is made.

In voluntary aided schools which are Church of England or Roman Catholic Church schools the appropriate diocesan authority, through a representative, is entitled to attend, for the purposes of giving advice, at all stages of the selection process for all teaching employees (including Headteacher and Deputy Headteacher). Any advice given by the diocesan representative must be considered before a decision is made.

All legal obligations will be adhered to relating to recruitment and selection (see recruitment and selection guidance).

### ***Interview***

In order to fully support applicants who have declared any disabilities or stated that they may need adjustments during the assessment process, this must be taken into consideration prior to assessment.

Use a range of methods to assess applicants which can include interview and practical assessments.

Interview/selection should be undertaken by a minimum of two people, one of whom must have undertaken Safer Recruitment Training. For Headteacher/Deputy Headteacher recruitment in maintained schools, the recruitment panel must comprise of at least three governors.

### **SELECT**

A recruitment panel member will contact the successful candidate and make the offer of employment subject to the appropriate pre-employment checks.

The successful applicant should be added to the HR & Payroll system (MyView system for those using Blackburn with Darwen HR Services) as a new starter and placed in their new role.

A recruitment panel member should also contact and inform the unsuccessful applicants, normally within 24 hours of the interview taking place and offer to provide them with feedback.

### ***Offer of Appointment***

No internal appointment will be confirmed without receipt of a minimum of one satisfactory reference and external appointments must have a minimum of two satisfactory references, one of which must be from the current or where not possible the most recent employer. (Please refer to the Recruitment and Selection Guidance for further detail on minimum pre-employment checks for teaching and non-teaching employees).



All offers of employment to internal and external applicants will be conditional and will not be confirmed until all the appropriate pre-employment checks have been satisfactorily completed.

Commencing employment prior to receipt of satisfactory pre-employment checks should only take place in exceptional circumstances and can only be authorised by the Governing Body.

All applicants will be given an opportunity to make representations should any reference or other check indicate a discrepancy, which may or may not result in the offer being confirmed.

## **6. Vetting**

Everyone selected for appointment in a school should satisfy checks on identity, academic qualifications, professional and character reference and previous employment history. In addition, it is important that, where appropriate, all those whose work will bring them into contact with children have obtained a satisfactory Disclosure and Barring Service Check (DBS) and meets appropriate medical fitness requirements.

For all teaching employees, checks should be made that they are registered with the GTC, have qualified teacher status and, where appropriate, have completed induction satisfactorily.

## **7. Data Protection**

The General Data Protection Regulations (GDPR) provides all employees and applicants with control over how the organisation holds and uses personal data. Please refer to the School Privacy Notice and Data Retention Information for further information.

## **8. Complaints**

Internal complaints will be dealt with via the Schools grievance procedure and complaints from external applicants will be dealt with via the school's complaints procedure.

## **9. Document Control**

<b>Approving Body</b>	LJNCC Meeting (Schools)
<b>Date Agreed</b>	July 2018
<b>Date of Next Review</b>	July 2021
<b>Review Period</b>	Every 3 Years