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Designated SLT Link: Colin Belford  
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Finance, Staffing and General Purposes Committee



## **The Safe And Effective Recruitment And Selection Of Staff**

### **Governors' Appointments Policy**

The Governors wish to reaffirm their policy of always appointing the best person for the job in question. Except for appointment of Headteacher, Deputy Heads and Business Manger they delegate responsibility for selecting the staff to the Headteacher. The Headteacher will make regular reports to Finance and Staffing Committee (FSC) which will:

- Ensure equal opportunities legislation is observed
- Consider financial implications of appointments
- Make recommendations to the Full Governing Body as appropriate
- Provide an objective, lay person's perspective on all staffing related matters

#### **A) Aims And Objectives**

- To provide a framework for the efficient and effective recruitment of all categories of staff for Archway School.
- To ensure that staff recruited have the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that discrimination is avoided.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.
- To ensure that recruitment and selection procedures support the principles and practice of NCSL Safer Recruitment guidelines.

#### **B) Planning For Recruitment**

Prior to recruitment for existing posts the job description will be reviewed to determine whether the roles and responsibilities of the post need to be revised. Once the job description (and person specification if needed) has been finalised the list of essential criteria should also be reviewed to determine whether or not the qualifications, knowledge, experience, skills or abilities required by the postholder also need to be revised. The job description will contain references to the School's commitment to the safety and protection of children.

The Head/Head's PA will determine a schedule to include dates of advertisement(s), deadline for applications, shortlisting, interviews. This will be circulated to those involved including applicants and interviewers.

For new posts appropriate job descriptions/person specifications will be drawn up.

#### **C) Advertising Posts**

Vacancies will be advertised.

Permanent positions will be advertised nationally either through the *Times Educational Supplement* or *eteach* or both. Use may also be made of the school or County Council website or local press.

All advertisements will state the school's commitment to safeguarding.

In exceptional circumstances a post may not be advertised, for example because a similar post has recently been advertised and an appointment can be made from the subsequent interviews, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post, or in the case of a responsibility allowance because a colleague has stepped down from their responsibility but remains on the staff. (Eg to cover a long term sickness absence or to cover a vacancy pending the completion of the recruitment process to appointment a permanent postholder).

Where a fixed period contract expires and the need for the post remains for a further definite period, then the postholder will usually be given an extension to their fixed period contract without further advertisement.

In exceptional circumstances where the need for a temporary or fixed term post becomes a permanent one, then the Chair of Governors and the Chair of the Finance, Staffing and General Purposes Committee will consult with the Headteacher and consider whether it is appropriate for the temporary postholder to be offered the permanent contract or whether the post should be advertised.

#### **D) Sending Out Information**

Together with a covering letter thanking them for their interest, information for applicants will usually include the job description, a standard application form, details of the school and department and the advertised post. They will also be told of any interview schedule/process that has been determined. The School's commitment to 'safeguarding' and the requirement to consent to carry out DBS checks will be made clear.

Application forms will require a signed statement on criminal convictions:

As this post is classified as having substantial access to children, appointment will be subject to a DBS check of previous criminal convictions. You are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

Have you ever been convicted of a criminal offence? YES  NO

If you answered yes to the previous question, is the offence "spent" as defined by the Rehabilitation of Offenders Act 1974? YES  NO

Do you have a criminal conviction which is unspent? YES  NO

Do you have a criminal conviction which is pending against you? YES  NO

#### **Declaration:**

I have read and understood the above. If I have any convictions or cautions to declare I will supply written details of them, in a separate envelope marked 'private and confidential' with this application.

Signed:

Date:

## **E) Selection Process**

A selection panel of at least two people will be set up. Shortlisting must be based on the relevant job description/person specification. Those applicants who best meet the criteria for the post based on the information available on the application forms and references which have been sought will be invited for interview.

All panels must include at least one member who has undergone the Safer Recruitment Training.

Where a candidate is known personally to a member of the selection panel it should be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

The selection panel will consider whether additional activities are needed to supplement the formal interview. This may involve students either in a lesson or interview and may include presentations, in-tray exercises, psychometric / verbal / numerical tests, multiple panel interviews, for example.

Interviews should have pre-written, structured questions. Questions will probe motives, attitudes towards children and behaviours of the applicant that cover safeguarding as well as other issues.

The panel will ensure that equal opportunities for all candidates are maintained throughout the recruitment and selection process. All candidates will be asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions will differ according to candidate's answers and backgrounds. Particular care will be taken to ensure that no questions could be viewed as discriminatory.

## **F) References**

References will usually be requested prior to the interviews. References will seek specific information about the applicant's background and any previous issues, disciplinary action or concerns relating to safeguarding (e.g. awareness of any allegations relating to their behaviour towards children). There will normally be at least one reference from a previous employer.

All references received will be held by the Head's PA who will make these available to the interview panel who will explore any areas of concern.

## **G) Appointments**

Decisions to appoint will be based on the job description/person specification and other selection criteria. Notes will be taken during the interview and used as the basis for selection. These notes (for successful and unsuccessful candidates) will be retained by the Headteacher's PA for a minimum of six months in case of a challenge and / or for debriefing (below).

Safeguarding - areas of potential concern may arise from interview:

- No understanding or appreciation of children's needs or expectations
- Wanting role to meet applicant's own needs at the expense of the children's
- Inappropriate language when talking about children
- Unclear boundaries with children
- Vagueness about experiences and gaps or inability to provide examples to support what they tell you.
- Maverick – non rule following, unwilling to work with others

All current staff are encouraged to consider their suitability for any vacancy within the school. All staff are also encouraged to pursue their professional and career development within the staffing structure of the school. Where a member of staff applies for a vacant post they will be given equal consideration as external candidates, based on the essential criteria for the post.

When agreement to appoint is reached, the chosen candidate will be offered the post, subject to satisfactory clearances.

The Business Manager or Headteacher's PA will confirm the offer in writing as soon as possible and arrange to send the successful candidate a contract of employment.

Successful candidates will be invited to visit the School prior to taking up the post to familiarise themselves with their areas of work and to attend the new staff induction day.

For Head and Deputy Head posts, the Chair of the appointment panel will inform the Governing Body of their recommendation and seek endorsement. For other posts the Headteacher will inform the Governing Body of appointment at the next meeting of either the Finance & Staffing Committee or the Full Governing Body.

#### **H) After Appointment**

Information will be sought and considered about the successful applicant's criminal history. Checks will include DBS Barred List check and an enhanced DBS check for regulated activity. Identity documents and qualifications will be checked. However, the school is aware of the danger of over-reliance on checks and believes that a culture of ongoing vigilance is essential. Confirmation of sickness absence records for the previous two years will be made with current or past employers.

#### **I) Debrief**

Unsuccessful candidates who have been interviewed will be offered a debrief.

#### **Responsibilities**

Headteacher

Business Manager

Governors' Finance and Staffing Committee

#### **Further References**

Safeguarding Policy

Equalities Policy

## **Appendix to Recruitment Policy**

The Headteacher will keep Chair of the Finance, Staffing and General Purposes Committee up to date with all appointments and any necessary variation from past practice. Wherever there are internal candidates for a position of responsibility, there will be governor involvement.

### **Nature of post**

Administration/Catering/Site  
Learning Support Workers  
Teacher

Head of Department  
Head of Year  
Business Manager  
Assistant Head  
Deputy Head  
Head

### **Usual make up of final panel**

Business Manager + 1 or 2 staff colleagues  
Assistant Head, Business Manager, Head of Learning Support  
3 from Head, SLT Line Manager, Head of Department,  
Second in Department  
Head, SLT Line Manager, Governor  
Head, SLT member, Governor  
Head, SLT member, Governor  
Head, SLT member, Governor  
Head, Chair of Governors, others agreed as part of process  
Determined by Governors/LA