



Ousedale School

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Recruitment and Selection of Staff Policy

Reviewed and approved by Personnel Committee	20/01/2021
Approved by Full Governors	05/07/2021
Next due for review by Personnel Committee	January 2024

1.0 INTRODUCTION

- 1.1 We recognise that it is of fundamental importance to attract, recruit and retain staff of the highest calibre.
- 1.2 The school is committed to safeguarding and promoting the welfare of children and young people, requiring all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.3 This policy applies to the recruitment of all staff, both teaching and associate.
- 1.4 This policy must be followed by staff and governors involved in the selection and recruitment process.
- 1.5 The Governing Board delegates responsibility for the day-to-day management and operation of this policy to the Headteacher.
- 1.6 This policy accords with government guidance issued on Safeguarding Children.

2.0 APPOINTMENT OF STAFF

- 2.1 Legislation applicable to recruitment and selection exists in order to protect individuals against discrimination in employment on the grounds of gender, disability, race/ethnicity, sexual orientation and age. Staff appointments will be made in accordance with the Equality Act 2010 which replaces all existing legislation, providing a single consolidated source of discrimination law.
- 2.2 All posts will be advertised with a detailed job description and an appropriate person specification.
- 2.3 The job description for teaching staff, other than those commencing their induction period to gain Qualified Teaching Status (QTS), will be based on the Teachers' Standards issued by the Department for Education applicable to any teacher regardless of their role in school.
- 2.4 Before a post is advertised due consideration will be given to the current and projected budget and the continued need for the appointment.
- 2.5 Details of all vacancies will be e-mailed to all staff.
- 2.6 The line manager for each area of the school will be responsible for updating and checking job descriptions and person specifications which relate to their area.
- 2.7 Job descriptions will clearly state the:
 - main duties and responsibilities of the post;
 - individual responsibilities for promotion and safeguarding the welfare of children.
- 2.8 Senior members of staff and posts which carry a Teaching and Learning Responsibility (TLR) will have job descriptions which include development tasks, day-to-day management responsibilities and a clearly defined monitoring role.

3.0 DELEGATED POWERS

The Governing Board will meet to review the delegated powers relating to the recruitment of staff if:

- The Headteacher is subject to suspension, disciplinary procedures, sanction or capability;
- The Headteacher fails to abide by any financial limits agreed by the Governing Board for any school purpose
- Substantial complaints come to light which questions the recruitment process

3.1 The Headteacher will have the opportunity to make representation and agree with the Governing Board when such delegated functions would be restored and how such restoration would be implemented.

4.0 HEADTEACHER AND DEPUTY HEADTEACHER RECRUITMENT AND SELECTION

4.1 The Board of Governors is responsible for the appointment of a Headteacher.

4.2 In the case of the appointment of a Deputy Headteacher, a selection panel will be put together by the Headteacher and will include at least two governors, other than a governor who is the Headteacher.

5.0 ADVERTISING THE VACANCY

5.1 Adverts will refer to the need for the successful candidate, teaching and associate staff to undertake an enhanced Disclosure and Barring Service (DBS) assessment.

5.2 Adverts will include:

- Job title;
- Base location (if applicable);
- Salary and hours;
- Job details;
- How to apply.

Qualities, experience, skills and abilities required will be identified in the person specification.

5.3 All posts advertised in local and/or national publications will also be advertised on the school website.

5.4 Adverts will comply with the Equality Act in ensuring no indication is given in type of sex, race, age, sexual orientation, religion/belief, or disability preferences.

5.5 All applicants for both teaching and non-teaching posts will be asked to complete an application form, C.V.s will not be accepted.

5.6 Two references will be sought for teaching posts prior to the interview.

5.7 Two references for associate staff posts will be obtained before a person starts in the role.

- 5.8 Referees will be sent job descriptions and person specifications.
- 5.9 All applicants who are shortlisted will be assessed equally against the criteria contained in the person specification. Care will be taken to ensure candidates are not discriminated against. Applicants who have a disability will be shortlisted if they meet the essential criteria contained within the person specification.

6.0 THE INTERVIEW

- 6.1 All interviews will be carried out by a minimum of two interviewers.
- 6.2 Pre-prepared questions will accompany all interviews and each candidate will be asked the same questions. Where a member of the panel wishes to clarify an answer they may ask a follow-up question.
- 6.3 A member of the panel will explore reasons for any gaps in a person's employment history and repeated changes of employment.
- 6.4 Care will be taken not to ask any questions which are biased against applicants with families.
- 6.5 All senior and middle management posts will have a selection panel of no fewer than 3 people, including a Governor.
- 6.6 At least one member of any recruitment panel will have successfully completed Safer Recruitment Training. All members of the Senior Leadership Team and the HR Manager are expected to undergo this training and obtain a pass.
- 6.7 All interviews will include some questions which explore issues relating to safeguarding and promoting the welfare of children. These issues will be explored more fully for posts that involve direct contact with children, including the candidate's:
- Motivation to work with children and young people;
 - Ability to form and maintain appropriate relationships and personal boundaries;
 - Emotional resilience in working with challenging behaviours;
 - Attitudes to use of authority and maintaining discipline.
- 6.8 Each member of the panel will record a summary of answers given to their own questions. These notes will be retained for six months in line with current data protection law.
- 6.9 Unsuccessful candidates will be offered a de-brief by a member of the panel.

7.0 CHECKING DOCUMENTATION

- 7.1 An offer of appointment is made conditional upon:
- Receipt of at least two satisfactory references. The school reserves the right to seek a reference from a candidate's most recent employer;
 - Verification of the candidate's eligibility to work in the UK;
 - A satisfactory enhanced DBS assessment;
 - Verification of the candidate's medical fitness;
 - Verification of qualifications for all teaching posts;

- 7.1.1 National Professional Qualification for Headship (NPQH) in the case of Headteacher appointments, while not statutory is highly recommended for all those who seek headship.
- 7.2 Documentation provided must be the original and in line with any statutory requirement.
- 7.3 Candidates will be asked to list any criminal convictions, including those “spent”, on the application form.
- 7.4 An Enhanced Disclosure will also contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information and reveal whether the potential employee is barred from working with children or vulnerable adults.
- 7.41 The selection panel will take into account convictions ‘spent’ in making their decision to appoint a candidate.
- 7.5 If a DBS check produces information about convictions/cautions which the candidate has not declared the school reserves the right to terminate employment without notice.
- 7.6 The school will report to the police and make a referral to the Disclosure and Barring Service the name of any candidate found:
- to have provided false information;
 - through the interview process exposed serious concerns about their suitability to work with children.

8.0 SUPPLY STAFF

- 8.1 The Headteacher will ensure the school receives notification that checks have been made regarding DBS disclosure, identity, permission to work in the UK, medical fitness and qualifications.
- 8.2 Sight of an original DBS certificate will be obtained prior to the person beginning work in school.

9.0 POLICY REVIEW

- 9.1 The Governors’ Personnel Committee will review this policy every 3 years.