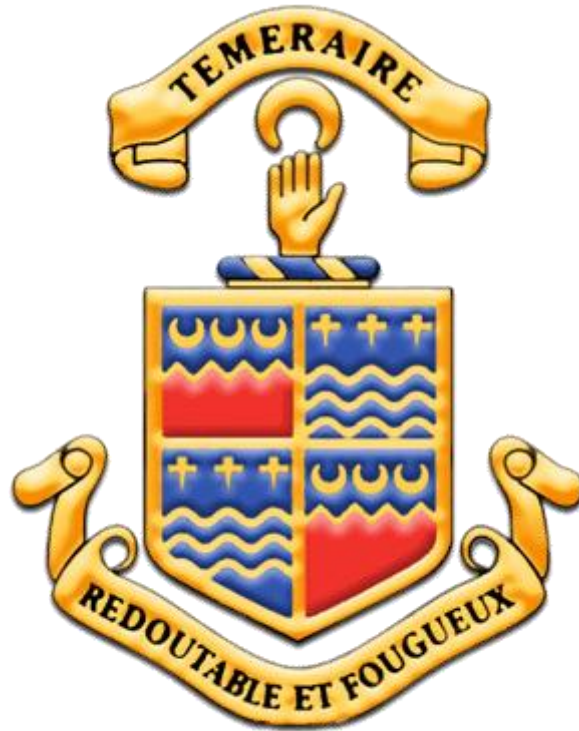


THE HARVEY GRAMMAR SCHOOL



Founded 1674

RECRUITMENT & SELECTION POLICY

Approved July 2015

The Harvey Grammar School Policy for the Recruitment and Selection of Staff

1. Introduction – Scope

This policy has been adopted by the Governing Body of The Harvey Grammar School to provide a clear framework for the recruitment and selection to all posts within the approved staffing structure of the school.

The Governors fully understand their responsibilities in ensuring that recruitment procedures are free from unlawful discrimination. The Governors also fully appreciate the importance of fair, open and effective procedures to enable the school to recruit people with the right skills, aptitudes and attitudes.

It is also recognised that poor recruitment practice can result in increased staff turnover, lowering of staff morale and increased costs for the school.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Consequently, all staff and governors involved in recruitment and selection decisions are required to work in ways that are entirely consistent with this policy at all times.

2. Aims and Objectives

The aims and objectives of this policy are to:

- Recruit high quality staff with the right skills, aptitudes and attitudes so that students in this school feel safe, supported and are able to achieve their full potential
- Ensure all staff are recruited on the most appropriate contract terms to meet the needs of the school whilst promoting and ensuring a satisfactory work life balance
- Ensure that equality of opportunity is a key consideration at each stage of the process, thereby encouraging diversity
- Ensure our recruitment practice reflects positively on the school as an employer
- Ensure that recruitment procedures are efficient and cost-effective
- Monitor, review and improve our recruitment practices continuously

The school recognises the value of a fully qualified teaching profession. Therefore the school will endeavour only to appoint a teacher holding QTS to teaching posts. Temporary appointments of staff not holding QTS will only be made where it has not been possible to appoint a qualified teacher to the teaching post from all reasonable recruitment action.

3. Principles and Process

The Headteacher will ensure this policy is communicated to all staff and that it is included in the information given to new staff on appointment as part of their induction programme. The school will ensure that training is provided for all those involved in the recruitment and selection of staff and that it is appropriate to their role. All appointments must be made by a panel of two or more and, all panels will include at least one person who has successfully undertaken safer recruitment training.

Careful consideration will be given to the working hours and arrangements for each vacancy so that posts will be open to applicants wishing to work on a part-time, job-share or flexible basis where possible and practical. Prior to any recruitment advertisement appearing, the Headteacher will

ensure that there is an up-to-date job description, person specification, a clear recruitment timetable and a relevant package of information for each post being advertised.

All vacant posts will be advertised by means of a formal notice on the staff notice board as a minimum. Unless there are good reasons to the contrary then any vacant post will be advertised externally. Recruitment advertisements will comply with all national and local guidance regarding commitment to safeguarding children. All job adverts and information to applicants will emphasise this school's commitment to safeguarding and promoting the welfare of children and young people.

All enquires for further details, further information or informal visits to the school will be dealt with promptly and professionally to reflect positively on the school as a potential employer. Deadlines for all advertisements will allow reasonable time for completing and submission of applications.

All applicants must complete the required application form in full and in particular ensure that the declaration is clearly signed and dated. The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV alone will not be considered.

All shortlisting decisions will be made with clear reference to the skills and qualities set out in the person specification. Applicants for teaching posts will be observed delivering a lesson. The panel will ensure that they prepare properly for the interviews, having read the applications beforehand and considered any specific questions that need to be asked of each candidate. The panel will ensure that all candidates are received and treated in a way that reflects positively on the school and that generally the programme keeps to schedule.

All questions used in selection interviews will also be focussed on the priority needs of the post and will avoid any questions or language that could be held to be unlawful discrimination. At the end of the selection programme the respective merits of each and every candidate will be carefully considered and the position will be offered to the person best meeting the skills and qualities set out in the person specification.

In the event the person offered the position declines the appointment then the panel will consider carefully whether to offer the position to the next best candidate, whether to re-advertise the vacancy or whether to cover the duties in another way. If it is felt that none of the available candidates fully meet the requirements of the person specification then the panel must not rush into an appointment but must take time to carefully weigh up the various alternative actions.

All appointments must be made subject to satisfactory recruitment checks. The school will ensure all persons appointed have an enhanced DBS check and any other recruitment and/or security checks required by national policy prior to the contract position being confirmed. This includes work permits or other evidence of the ability to work in the UK.

Documentary proof (not photocopy) will be required and checked for any qualification specified in the person specification for the post or otherwise required by national or local policy. The school will ensure that two satisfactory references are obtained prior to any contract position being confirmed. At least one reference will be from the applicant's current employer, or immediate previous employer if not currently employed. This reference must be signed by or on behalf of the most senior person appropriate to the position and must be on the organisation's headed notepaper.

As far as possible references will be obtained prior to the selection interview so that any relevant questions arising can be raised with the candidate before a selection decision is made.

Where a reference has not been obtained on the preferred candidate before interview, the school will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All requests for references will seek objective verifiable information and not subjective opinion. All request will ask:

- about the referee's relationship with the candidate e.g. did they have a working relationship: if so what; how long has the referee known the candidate, and in what capacity;
- whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post, and how s/he has demonstrated that s/he meets the person specification;
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable;

and will remind the referee that:

- they have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission; and
- relevant factual content of the reference may be discussed with the applicant.

In addition to the above, requests addressed to a candidate's current employer, or a previous, employer in work with children, will also seek:

- confirmation of details of the applicant's current post, salary, and sick record;
- specific verifiable comments about the applicant's performance history and conduct;
- details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current;
- details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
- details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

On receipt references will be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee will be telephoned and asked to provide written answers or amplification as appropriate. The information given will also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information will be taken up with the applicant.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time

ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

The school will ensure that all new appointments are subject to satisfactory health report and will ensure that the employer's duty to fully consider any reasonable adjustments is fulfilled prior to an offer of employment being confirmed. The school will ensure that an appropriate induction programme is available to all new staff and this will be developed following a discussion between the individual and their line manager.

Any applicant may request feedback on the reasons why they were not shortlisted or appointed and this will be provided either in writing or verbally within a reasonable period of the request. Notes and records from the recruitment/selection process, including notes from interviews will be kept securely for a period of 6 months from the date on which the position was offered and accepted.

As far as is reasonably practical the school will make any reasonable adjustments to accommodate the needs of a disabled person. This will apply to the recruitment process and to the workplace or working arrangements on appointment. The school will seek appropriate advice from relevant agencies to achieve this where necessary.

4. Roles and Responsibilities

The Governing Body has overall responsibility for the adoption and review of this policy, including approval of any amendments. The Headteacher has responsibility for the implementation of the policy and ensuring that all recruitment and selection actions are consistent with the aims, objectives and principles set out above.

5. Legal Framework

This policy has been drafted to ensure compliance with current employment legislation and also contractual requirements as set down by national and KCC conditions of service.

The school will ensure it fulfils its obligations as an employer under all relevant legislation and case law, with particular regard to the following:

- Equal Pay Act 1970
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Acts 1975 and 1986 (as amended)
- Race Relations Act 1976
- Disability Discrimination Act 1995
- Asylum and Immigration Act 1996
- Data Protection Act 1998
- Protection of Children Act 1999
- Criminal Services and Court Services Act 2000
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Work and Families Act 2006

In addition the school will ensure that its practice is consistent with the advice and recommendations of the Richard Report and any subsequent national guidance, regulations and/or legislation that may be issued

6. Complaints

Anyone who feels that their treatment has been in breach of this policy may bring a formal complaint. Existing staff of the school should use the established grievance procedure. External applicants should raise their complaint by writing to the Chair of Governors setting out the relevant details, who will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 15 working days of receiving the complaint.