Marlborough Primary Academy

RECRUITMENT & SELECTION POLICY

SUMMARY

This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Safeguarding Children and Safer Recruitment in Education. This policy aims to ensure safe, open and fair recruitment and selection is conducted at all times and to ensure Marlborough Primary Academy appoints the best people to posts in the Academy and that safe recruitment practices are rigorously enforced.

Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

RECRUITMENT AND SELECTION POLICY STATEMENT

The Academy is committed to safeguarding and promoting the welfare of all its students and expects all staff and volunteers to share in our ethos and values.

The Academy is committed to attracting, selecting and retaining employees who will successfully contribute a valuable service and who will promote a positive learning experience for our students. A motivated and committed workforce with appropriate knowledge, skills, experience and the ability to perform to the highest standards is critical to the Academy's performance and future development and the success of our students.

PURPOSE

To ensure the recruitment of both permanent and temporary staff is conducted in an open and fair, effective manner.

To achieve this, we expect those that are responsible for each stage of the recruitment process to demonstrate integrity and a professional approach by dealing fairly with all internal and external applicants.

SCOPE

This policy applies to all Academy employees and governors responsible for and involved in recruitment and selection of all staff.
The responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Principal for appointing staff.

AIMS AND OBJECTIVES

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and fair approach to the appointment of all Academy staff.
- To ensure all relevant equal opportunities legislation is adhered to and that candidates are not discriminated against on the grounds of race, colour, ethnic origin, sexuality, nationality, sex, religion, marital status, age or disability. o To ensure the most cost effective use is made of resources in the recruitment and selection process.

PRINCIPLES

The following principles are covered by this policy:

- Applicants will receive fair and consistent treatment at all stages of the recruitment process.
- The most suitable applicant will be selected for appointment using the requirements outlined in the job description and person specification and who demonstrate the knowledge, experience and skills required for the post.
- Selection will be carried out by a panel with at least two members. At least one member of the panel will have undertaken Safer Recruitment training as recommended by the DfE.
- Appointment will be made based on consistent criteria which will include an application form/letter and an interview. Additional criteria may be applied where appropriate and could include, delivering a lesson, in tray exercise, assessment by a student panel, group discussion. This is not a definitive list and other criteria may be applied in consultation with the principal.

- Posts will be advertised internally and where appropriate externally in the appropriate media including the internet.
- Reasonable adjustments will he made during the recruitment and selection process in accordance with the provisions set out in the Disability Discrimination Act and Equality Duty where candidate have informed the Academy of a disability.

EQUAL OPPORTUNITIES

The Academy is committed to providing equality of opportunity for all and will not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, sexuality, nationality, sex, religion, marital status, age or disability.

Every disabled candidate for normal employment will be interviewed unless lacking the necessary attributes or qualifications.

SAFER RECRUITMENT – RECRUITMENT AND SELECTION TRAINING

At least one member of the interview panel must have received Safer Recruitment Training before the start of the recruitment process.

PRE-RECRUITMENT PROCESS

The objective of the recruitment process is to attract, select and retain staff who will strive to promote and contribute to the success of the Academy and all its learners and who share our vision, values and standards.

A candidate's first impression of the Academy and the impact it has on the individual cannot be underestimated, therefore to ensure a positive and favourable experience, those involved in the Academy's recruitment and selection process should ensure:-

- Candidates are made welcome on arrival ○ Courtesy and respect is shown to all candidates, both internal and external ○ Candidates are left with a positive impression of the Academy ○ Candidates understand the role of the post and what will be expected of them.
- Relationships and contact with students is clearly explained.

APPLICATIONS

A standard application form will be used to obtain a common set of core data from all applicants, which will be used for shortlisting and during the interview process. The application will include a letter from the candidate detailing the reasons they wish to apply for the post and the skills, knowledge and experience they believe makes them suitable for the post.

Curriculum Vitae are not to be substituted for an application letter.

JOB DESCRIPTION AND PERSON SPECIFICATION

Accurate and up to date job descriptions and Person Specifications are an essential selection tool and are required for all posts.

SAFEGUARDING

The job advertisement and all supporting recruitment information sent to prospective candidates will clearly state that the post is subject to an Enhanced CRB Disclosure. A Safeguarding statement will also appear on all recruitment literature.

REFERENCES

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

References will be sought on all short listed candidates, including internal ones, and where possible, will be obtained before interview so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview.

SHORTLISTING

Shortlisting should be undertaken by at least two people, who should be members of the Interview Panel. All candidates must be assessed equally against the person specification without exception or variation.

INTERVIEWS

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

INTERVIEW PANEL

Interviews should always be conducted by more than one person. While a minimum of two interviewers will constitute a panel, ideally the panel should be made up of three people, one of whom should be a Governor.

The Panel should:-

- Have the necessary authority to make decisions about appointments
- Be appropriately trained, including Equal Opportunities training. At least one member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training.
- Meet before the interviews to agree:-
  - The required standard for the job to which they are appointing
  - The issues to be explored with each candidate, especially those which might have arisen from the application form.
  - Who on the panel will ask each question including those issues around behaviours and attitudes.
  - Assessment criterion in accordance with the person specification.
  - Agree a set of questions relating to the requirements of the post and the issues they will explore based on the information provided in the candidate's application and references.
  - Competence based questions should be asked to determine how a candidate responded to or dealt with an actual situation, or questions that test a candidate's attitude, knowledge or understanding of issues.

The panel ensures that they have fully explored with the candidate:

- Attitude towards children and young people
- Ability to support the Academy's agenda for safeguarding and promoting the welfare of students.
- Gaps in employment history.
- Concerns or discrepancies arising from the information provided by the candidate and or the referee.
- Motivation for working with children.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Anything the candidate wishes to declare in view of the requirement for a CRB disclosure.

Should reference not be available before the interview, the candidate must be asked by the panel, if there is anything they wish to declare/discuss in light of the questions that have been put to his/her referees.

It is essential that the references are obtained and scrutinised before a person's appointment is confirmed and before they start work

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting 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.

CONDITIONAL OFFER OF APPOINTMENT & PRE APPOINTMENT CHECKS

A verbal conditional offer of appointment will he made to the successful candidate. This will be followed up with a written offer of appointment, explaining that the offer is conditional on:

- Receipt of at least 2 satisfactory references
- Proof of identity
- Academic qualifications
- Satisfactory Criminal Record Bureau disclosure.
- DFE reference number (Teaching Staff)
- Confirmation of qualified teacher status
- Confirmation of satisfactory references
- Medical referral where necessary.
- A Certificate of Good Conduct is obtained from prospective employees who are UK nationals and have worked abroad.
- Verification of eligibility to work in the UK.

All checks should be:

- Confirmed in writing o Copies obtained of QTS and qualifications
- Documented and retained on the personnel file.
- Recorded on the SIMS
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:-

- The candidate is found to be on The Children's Barred List or the Vulnerable Adults Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,

- An applicant has provided false information in, or in support of, his/her application; or,

- There are serious concerns about an applicant's suitability to work with children,

Referral should be made to the Head teacher and the HR for Reach South Academy Trust for guidance.

INDUCTION

All staff newly appointed to the Academy will participate in an induction programme. The content of the programme may vary to reflect the new member of staff's role and previous experience.