



# **Bishop Gore School**

## **RECRUITMENT POLICY**

<b>Date of Implementation:</b>	<b>2015</b>
<b>Date of last review:</b>	<b>April 2016</b>
<b>Date of next review:</b>	<b>April 2017</b>
<b>Lead person:</b>	<b>Ryan Davies</b>

## **Introduction**

Bishop Gore School is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The School expects all staff and volunteers to share in this commitment. Bishop Gore School has adopted recruitment and selection procedures and other human resources management processes that help to deter, reject or identify people who are unsuitable to work with, children and/or young people.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing outstanding learning and teaching opportunities for all pupils. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is both critical and fundamental to the delivery of a high quality service.

This policy takes into account current employment legislation and must be implemented in conjunction with the Equal Opportunities Policy.

This policy applies to all employees and School Governors responsible for and involved in the recruitment and selection of all school employees.

The ultimate responsibility for recruitment and selection lies with the Governing Body.

## **Aims**

The aims of the School's recruitment policy are as follows:-

- to ensure that the safeguarding and welfare of children and young people occurs at each stage of the process;
- to ensure that the best possible employees are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- to ensure compliance with all relevant recommendations and guidance

## **Equal Opportunities**

The School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, gender or sexual orientation, marital status, disability or age. The School's Equal Opportunities Policy is the foundation for all its activities.

## **Safer Recruitment Practice**

Safer practice in recruitment means thinking about and including issues relating to Safeguarding and promoting the welfare of children at every stage of the process. It starts with planning the recruitment and ensuring that the advertisement makes clear Bishop Gore School's commitment to safeguarding children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants.

There are several elements to this process, including:-

- Obtaining comprehensive information from applicants, scrutinising the information and satisfactorily resolving any discrepancies or anomalies.
- Obtaining two independent professional references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
- Holding a face-to-face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post.
- Checking previous employment history and experience.
- Carrying out pre-employment checks including an enhanced criminal record check via the Disclosure and Barring Service (DBS).

## **Criminal Convictions**

The School is responsible for carrying out checks on employees working directly with children. All posts at Bishop Gore School are exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

The Exceptions Order 2013 amends the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 by removing most "protected convictions" and "protected cautions" from the exceptions to rehabilitation.

The Exceptions Order 2013 provides that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service Website (<https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>).

## **Recruitment and Selection Policy Statement**

The policy statement is as follows;

“Bishop Gore School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants”.

The School has adopted the above mentioned policy statement to demonstrate the School's complete support for the protection and safeguarding of children and/or young people.

The statement should be included in/on:-

- Publicity materials.
- Advertisements.
- Candidate information packs.
- Person specifications.
- Job descriptions.
- Induction training.

### **Pre-recruitment Process**

All recruitment activities will require the prior approval of the Headteacher. The Headteacher will be required to give authorisation for all of the following:-

- Permanent or temporary status approval.
- Job title.
- Salary range and point scale.
- Costs associated with recruiting for the position.
- The content of any internal and external advertising.

Before taking any action the following questions will be given consideration:-

- Is the work still necessary?
- Can it be done by someone else in the school?
- Can we reduce the hours or consider flexible working arrangements/fixed term contracts?
- Are there any budget considerations? It is essential to plan the recruitment exercise, identifying who should be involved, assigning responsibilities and setting aside time for the work needed at each stage to be completed so that the safeguards are not overlooked.

## Job Analysis

Before beginning the recruitment process careful consideration should be given to the vacancy.

Consideration must be given to:

- The type of position being recruited for.
- The details of the duties to be undertaken by the post-holder (job description).
- The person specification.
- Whether the position is for a fixed period of time or is a permanent post and whether it is full or part time.
- Whether the vacancy can be filled internally by an employee currently at the end of their fixed term contract or under notice of redundancy. Posts should not be offered as temporary unless for a justifiable reason, for example:

Maternity cover. Fixed-term funding. Long term sickness. Pending permanent recruitment.

If it is decided by the Headteacher to proceed with the recruitment process, all stages relating to recruitment will be managed by the Assistant Headteacher (Staff Support)

## Job Description and Person Specification

For all new or replacement posts a Job Description/Person Specification must be provided.

The Job Description document sets out the main duties of the job, the skills needed to fill it and it underpins the recruitment and selection process. The document should also state the individual's responsibility for promoting and safeguarding the welfare of children and young people that s/he is responsible for, or comes into contact with. It must be clear and concise.

The person specification should include:-

- The qualifications and experience, any other requirements needed to perform the role and in relation to working with children and/or young people.
- The skills and qualities that the successful candidate should be able to demonstrate.

The objective criteria contained within the document must consist of minimum standards considered to be **essential** for the effective performance of the job. **Desirable criteria may be included, but these must be referred to only if candidates have met the essential criteria.**

All existing material that will form part of the candidate information pack should be reviewed to ensure that it is up to date and still meets the requirements of the School.

## **Advertising the Vacancy and Recruitment Sources**

The advertisement should include a statement about Bishop Gore School's commitment to safeguarding and promoting the welfare of children. It should also reference the need for the successful candidate to undertake a criminal record check via the DBS, where appropriate.

The advert should include:-

- Job title.
- Location.
- Salary and hours (include pro-rata salary).
- Details of the job.
- Qualifications, experience, skills and abilities – summarising the details in the person specification.
- How to apply. The School uses a variety of recruitment sources in order to ensure that vacancies may be filled with the most suitable person available in a cost effective and timely manner. Vacancies will normally be advertised both externally and internally.

## **External Recruitment**

The School currently uses an external advertising agency (ETeach) for most of its recruitment advertisements, whether for teaching positions or associate staff posts. Where the position is for a fixed period, the end date should be stated, together with reasons for the fixed-term status.

All advertisements must be developed by the Assistant Headteacher (Staff Support) and approved by the Headteacher to ensure consistency in style and format, and must have a closing date.

### **External sources of recruitment include:**

a) The main publications used are the Times Educational Supplement (TES) and local newspapers. Other specialist publications may be used from time to time, depending on the post.

b) The School Website. It is common practice of the School to use this facility for recruitment.

c) Employee Referrals. Current employees may refer potentially suitable candidates to apply for employment. However, care must be taken to balance such referrals with other sources of applicants in order to encourage diversity in the School's work force. Where possible, employees should not be directly supervised by a partner or by another member of their family especially where access to confidential information could lead to a conflict of interest.

d) Employment Consultancies and Agencies. The School may occasionally use specifically appointed consultancies or agencies for recruitment. The Human Resources department should be kept informed as to which consultancies or agencies are involved.

## **Internal Advertisements**

In certain situations it may be appropriate for a vacancy to be advertised internally only. Such situations may include a possible redundancy situation, a restructuring exercise, or where an individual is being redeployed under the Capability (performance) or Ill Health procedures. In such circumstances the post will only be advertised within the School, and any employees affected by the example situations above will be allowed to apply.

All internal candidates for any post must apply in writing. Details of how to apply will be notified within the advertisement.

## **Applications**

All applicants are invited to either e-mail or telephone the school for an Application Pack. Application Forms can also be downloaded from the School's Website.

All applicants for employment will be required to complete an Application Form containing questions about their academic and employment history and their suitability for the role. The application form includes an applicant's declaration regarding convictions and working with children, and will make it clear that the applicant must declare any previous convictions that are not 'protected' by the Exceptions Order 1975 (2013) of the Rehabilitation of Offenders Act 1974.

Incomplete Application Forms will prevent an application from being shortlisted. A CV will not be accepted in place of a completed Application Form.

### **A candidate's information pack will include:-**

- The Job Description/Person Specification and a copy of the job advert.
- The School's Child Protection Policy statement.
- The Application Form.
- The School Prospectus (or link to web-based version)
- Faculty information for teaching vacancies.
- Two previous Bishop Gore Newsletters.
- An outline of the shortlisting and interview procedure – e.g. only those fulfilling the essential criteria on the person specification will be shortlisted. References for shortlisted candidates should be received before the interview and there will be a panel of interviewers.
- Any other information relevant to the post.

The pack should also contain a section on the necessary pre-employment checks. i.e.: 'In line with our Child Protection Policy, the following pre-employment checks will be required:

- A Disclosure and Barring Service Clearance;
- Two references, one of which must be your current or most recent employer if not currently in work;
- An Occupational Health medical clearance;
- A GTCW Registration check;

### **ShortListing**

The Assistant Headteacher (Staff Support) will forward all applications received to those involved in the interview process for short listing. A member of the administration team will contact the short listed applicants to inform them of the interview arrangements.

For all appointments, in order to make the process manageable, and to ensure that only the candidates that best meet the criteria progress through the recruitment process, a maximum of 6 applicants should be short listed for any one post. If there are exceptional circumstances that warrant a larger short list it is advisable to consider interviewing over a two day period as opposed to the usual one day.

It is good practice for all internal candidates to be short listed and interviewed for a post, where they meet the essential criteria for that job. Where an internal candidate does not meet the criteria and is not short listed the Headteacher/Assistant Headteacher should contact them to inform them of this decision prior to any interviews taking place.

All applications will be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment.

Any anomalies or discrepancies or gaps in employment should be noted and taken into consideration when deciding whether to short list the applicant.

As well as reasons for obvious gaps in employment, account should also be taken of repeated changes of employment where there is no clear career or salary progression, or mid-career move from a permanent post to supply teacher or temporary work. These should be explored and verified.

**All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.**

It is important not to discriminate against anyone on the basis of disability, age, religion, gender, sexual orientation or ethnicity.

It is essential to use a shortlisting record to record the area(s) in which the applicant did or did not meet the criteria of the person specification. This can be used if necessary to defend a claim of discrimination and should also be used to provide useful feedback to the applicant.



It is good practice to inform applicants in writing if they have not been shortlisted and to thank them for their interest in the post/School.

Once the short list has been completed, the Staff Support Admin Officer will take up references and will endeavour to have these available prior to interview or as soon as is practicably possible.

### **Employment References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions and the use of a reference pro-forma can help to achieve this. References will be taken up on all shortlisted candidates prior to interview, including internal ones. Any areas of concern can be explored further with the referee and taken up with the candidate at interview.

All requests for a reference should be accompanied by a Job Description/Person Specification to enable the referee to comment on the applicant's suitability for the role.

A minimum of two employment references will be sought which should cover five years' work history. If the applicant is not currently working children but has done so in the past, his/her previous employer whilst working with children should be contacted for a reference.

References should always be sought and obtained by the Human Resources department directly from the referee. The School should not rely on references or testimonials provided by the candidate, or open references, i.e. 'To Whom It May Concern'.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to the current employer being approached at that stage. The person conducting the recruitment process should decide whether to accede to a candidate's request to delay contacting the referee until after interview.

Where a reference has not been obtained on the preferred candidate before interview, the School must ensure that the references are received and scrutinised, and that any concerns are resolved satisfactorily, before the person's appointment is confirmed and s/he starts in the role. The candidate should be asked at the interview if there is anything he/she wishes to declare or discuss in respect of the questions that would normally be asked of a referee.

No appointment will be made without satisfactory references being obtained.

## **On Receipt of the Reference**

On receipt, references should be checked by the Assistant Headteacher 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 of elaboration as appropriate.

The information will also be compared with the application form to ensure that 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 discrepancies should be taken up with applicant.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

If a shortlisted applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying, it is good practice to verify that fact before interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written qualification.

It should be noted that there is no legal requirement to provide a reference unless stated in the individual's contract of employment.

## **Invitation to Interview**

All candidates will receive a verbal invitation to interview which will then be followed by a written invitation to interview (Staff Support Admin Officer). In addition to the standard interview arrangements, such as time and place and membership of the interview panel, the invitation to interview will remind candidates about how the interview will be conducted and whether any testing will take place, as well as exploring the candidate's suitability to work with children. Ideally no less than 5 days' notice of interview should be provided.

The correspondence will also ask the candidates to bring with them to interview documentation that verifies their identity for the purposes of the Disclosure and Barring Service Disclosure and the Asylum and Immigration Act.

## **Disclosure and Barring Service (DBS) Check**

It is a statutory requirement that all new appointments to Bishop Gore's workforce will have an enhanced Disclosure and Barring Service check and they should have this prior to taking up the post.

The successful candidate will be notified of the need for them to complete a Disclosure and Barring Service Disclosure application and to provide the appropriate original documentary evidence of their identity that will satisfy the Disclosure and Barring Service requirements so that an enhanced disclosure can be obtained prior to them commencing employment.

The successful candidate must provide the Staff Support Admin Officer with their certificate

**The Headteacher can apply his/her discretion when deciding if an individual can commence with the School without an enhanced disclosure certificate, however the application must have been sent off prior to their commencement and the individual must be accompanied at all times until the enhanced disclosure certificate is received.**

### **Asylum and Immigration Act**

The Asylum and Immigration Act 1996 requires all employers in the UK to make basic document checks on every person they intend to employ to ensure that only those legally entitled to live and work in the UK are offered employment. It is a criminal offence to employ someone who has no right to work in the UK and by checking and copying basic documents employers can establish a defence.

It is the School's responsibility to ask for the original documents at interview stage so they can be copied and verified on site. This will speed up the process of appointing the successful candidate.

The School should be satisfied that the potential employee is the rightful holder of any of the documents presented, checking any photographs, endorsements to passports and ensuring any expiry dates have not been passed. If you are given two documents with different names you should ask for a further document to explain this, e.g. marriage certificate, adoption certificate, divorce document.

Before the interview the Staff Support Admin Officer will ask the candidate on behalf of the School for their documentation in relation to the Asylum and Immigration purposes for photocopying. The person taking the copies must then sign the copies to confirm sight of the original documentation.

Documents should be photocopied or scanned and those relating to the successful candidate should be retained on the personnel file. Unsuccessful candidates information should be securely destroyed.

### **The Equality Act 2010 - Disability Discrimination**

The Equality Act 2010 makes it unlawful to discriminate against someone with a disability in relation to their terms of employment and promotion opportunities or by dismissing them or subjecting them to any other detriment. It is good practice during recruitment to;

Consult people with disabilities to find out about the effects of their disability and job requirements

- Ask candidates before interviews if they have specific requirements and make necessary reasonable adjustments in advance
- Take care to ensure that people with disabilities are given the right conditions to do tasks and take part in other selection processes

- Concentrate on abilities to do the job during interview and only ask about a disability if it has a bearing on the person's ability to work; and
- Consider modifications to job qualification requirements if a person could not achieve them due to disability but otherwise would perform the job well.

### **Selection Methods**

The type of selection methods to be used will be decided by the panel and may include one or more of the following:

- Panel interview
- Classroom Presentation
- Observed lesson
- Selection tests
- Work samples or portfolios
- Student Panel Interviews

The interview will assess the merits of each candidate against the job requirements and will explore their suitability to work with children. Interviews should always be held face-to-face and best practice would be to have a minimum of two interviewers, although if interviewing for senior or specialist posts a larger panel may be appropriate. This allows one person to assess and observe the candidate and make notes whilst the candidate is talking to the other, it also reduces the possibility of any dispute about what was said at interview.

Interview panels for Deputy Headteacher & Assistant Headteacher positions, as a minimum, consist of:

- The Headteacher
- Governing Body Committee Member
- Deputy Headteacher Interview panels for Teacher posts should consist of:
- The Headteacher (or the Deputy Headteacher in his/her absence)
- The relevant Assistant Headteacher

## **Interview Questions**

The panel should agree a set of questions they will ask all of the candidates relating to the requirements of the post. They may also agree a set of questions they will ask individual candidates which may explore information contained in their application and references.

Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues. In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- The candidate's attitude towards children and young people.
- His/her ability to support the School's agenda for safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history.
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.

## **Offer of Appointment**

Immediately after the interview, the Interview Panel must complete the Interview Assessment Form outlining the suitability of the candidate and reasons for an offer or rejection decision for each candidate. The Chair of the interview panel (normally the Headteacher) may wish to telephone candidates direct to inform them of the decision. Any actions taken must be communicated to the Assistant Headteacher (Staff Support) to avoid any misunderstandings or duplication of work. As a matter of courtesy and good practice, any unsuccessful internal candidates should be informed of the outcome of their interview as soon as possible, in person. Once the interview panel has made a decision, the chair of the panel (or nominee) may telephone the successful candidate and offer them the post.

**Once accepted, however, this offer is legally binding.**

The Staff Support Admin Officer will complete a Notification of Appointment form which the Headteacher will sign to confirm his/her approval of the appointment.

## **Retention of Recruitment Records–Data Protection**

Personal information should be retained only as long as it is justified and relevant to do so. In relation to recruitment records this may be only as long as the statutory period in which a claim arising from the process may be brought or whilst the recruitment is on-going. It is advised that recruitment records are only retained for a maximum period of six months and following this all manual records should be shredded and electronic records permanently deleted.

## **Induction**

For all staff and volunteers newly appointed to the School, including teaching staff regardless of experience there is an induction programme. The purpose of the induction is to:

- Provide training and information about Bishop Gore's policies and procedures.
- Support individuals in a way that is appropriate for the role for which they have been appointed.
- Confirm the conduct expected of staff within the School.
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities.
- Enable the person's line manager or mentor to recognise any concerns or any issues about the person's ability or suitability at the outset and address them immediately.

As far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about and written statements on:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures.
- How and with whom any concerns about those issues should be raised.
- Safe practice and the standards of conduct and behaviour expected of staff and students within the School.
- Other relevant personnel procedures, e.g. disciplinary, capability and whistle blowing.

## **Travel and Accommodation Expenses**

Candidates may be entitled to receive reimbursement for any standard class travel or mileage incurred in attending interview. An Interview Expenses form can be obtained from the Staff Support Admin Officer. Applicants are asked to send their form and any tickets or receipts to the Human Resources department for processing via the Finance Team.