

**Recruitment Selection Procedures**

**See the school’s Safer Recruitment Policy including in the advertisement for further information about the school’s safer recruitment and selection procedures as detailed below.**

1. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates and all candidates must complete a full application form. Anonymised application forms will be used for shortlisting to manage any unconscious bias.

2. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

3. Shortlisted candidates will always be required:

• to provide proof of identity (this may also involve checking a candidate’s name on the birth certificate);

• to complete an enhanced Children’s Workforce DBS application including a barred list check for those who will be working in regulated activity and receive satisfactory clearance;

• have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable;

• to pass a prohibition from teaching check;

• to pass a prohibition from management roles (section 128) check where applicable (part of barred list check for those in regulated activity);

• to pass a satisfactory online check procedure (see Safer Recruitment Policy for further information);

• to provide actual certificates of professional qualifications, as deemed appropriate by the school. The DfE Teacher Services system will be used to verity the award of QTS and the completiong of teacher induction/probation;

• to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role and responsibilities;

• to provide proof of their right to work in the United Kingdom;

• to complete a childcare disqualification declaration;

• to complete a criminal record self-declaration form;

• to explain satisfactorily any gaps in employment during the interview process;

• to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;

• to declare any information that is likely to appear on a DBS check;

• to demonstrate their capacity to safeguard and protect the welfare of children.

4. Applications are anonymised for shortlisting.

5. Short-listing of candidates will be against the person specification for the post.

6. Where possible, references will be taken up before the selection stage, so that any discrepancies can be investigated during the selection stage.

7. References will be sought directly from the referee. References provided by

the candidate will never be accepted. A minimum of two references will be taken up and at least one of the references will be obtained from the candidate’s current or most recent employer and will be sought directly from the referee.

8. Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

9. Where necessary, previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. Detailed records will be kept of these discussions.

10. Referees will always be asked specific questions about:

• the candidate’s suitability for working with children and young people;

• any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;

• the candidate’s suitability for this post.