



## RECRUITMENT & SELECTION POLICY

Agreed:	Autumn 2019
Frequency of review:	Annual
Next review date:	Autumn 2020
Lead:	Personnel Committee

The Governors of Arnett Hills JMI School recognise the tremendous importance associated with employing all levels of staff to work in our school. It is the staff rather than any policy or documentation that enables the aims and visions of the school to be realised. The effectiveness and efficiency of any school is intrinsically linked to the quality of staff employed.

The aim of this policy is to clarify the schools position in accordance with the following:

1. National legislation regarding the recruitment and selection process,
2. The most current 'School Teachers' Pay and Conditions of Employment,
3. The schools policies on: 'Pay', 'Child protection' and 'Equal opportunities'
4. Local Authority's Safer Recruitment Policies & Practices
5. The Equality Act 2010 This Act ensures discriminations (direct and indirect), harassment and victimisation are challenged to ensure equality.

This policy is written and reviewed in light of the above to ensure the school is fulfilling its statutory duty.

### **Appointment of staff**

It is essential that any member of staff appointed is actively committed to supporting the ethos and aims of the school. It is essential that all staff follow school policy and procedures and understand their responsibilities.

### **Selection Responsibilities:**

The responsibility for employing both support staff and teaching staff, has been delegated to the Headteacher. For the appointment of a Deputy Head teacher there will be a panel consisting of the Head teacher and representatives from the governing body. For the appointment of the Head Teacher the full governing body should nominate a recruitment and selection committee to undertake the selection process.

### **Declaration of interest.**

Governors must declare any direct personal interest at the earliest possible opportunity of the recruitment process. This normally disqualifies them from any further involvement in the process. Governors who have a personal association or any other interest with any candidate must declare this an interest, although this does not necessarily disqualify them from the process but is at the discretion of the panel as a whole.

### **Governor Training**

All governors involved in the recruitment and selection of staff should normally have completed appropriate training.

### **Identification of staffing needs. School / Finance**

Before undertaking the recruitment process, consideration should then be given to the school's financial situation. The following should be given consideration:

- the post can be filled internally;
- the post be permanent, temporary or casual;
- commencement of appointments
- standard periods of notice.

### **Job Description & Person Specification:**

These two documents must be used as a basis for the appointment.

### **Advertising.**

Head & Deputy Head teacher appointments are to be advertised at both Local and National levels i.e. Times Educational Supplement. All other staff to be advertised via Local Authority's internal Staffing bulletin. The School

newsletter may be used to advertise for Midday Supervisory Assistants, Premises staff and Casual non-contractual staff.

The timing of adverts should aim to maximise the potential number of candidates and to ensure the best possible continuity for the children.

### **Safer Recruitment**

A statement relating to safeguarding children is incorporated in the advertising process and included explicitly in the job description and person specification.

All successful applicants are subject to an enhanced DBS check.

### **Internal applicants.**

To ensure equality of opportunity, posts should generally be advertised at either School, Local or National level.

The exceptions to this rule being:

- Allocation of teacher's additional allowance points.
- Temporary staff that have undergone interview, who can then be made permanent.
- Increase in hours of existing staff.
- Interviewed staff, who are not appointed and who may then be suitable for subsequent posts.

### **Visits to school.**

Potential staff should be encouraged to visit the school during the normal school day.

This is not an element of the recruitment process but is regarded as important in helping potential staff clarify questions and aid their decision-making.

### **The Short Listing**

Any discrepancies/anomalies/gaps in employment should be noted and explored if candidate is to be shortlisted. All parts of the application form should be fully completed.

Applications submitted on-line should be signed by the candidate prior to interview.

All Application forms for unsuccessful candidates should be shredded within two weeks with the candidate's knowledge

### **References.**

Two references will be sought for short listed candidates. A signed copy of a reference is required. Confirmation of reference received will be sought by phone.

### **The Interview**

The nature of interview questions should address the different elements of the job description. Candidates should be asked if they have any questions, are willing to accept the post if offered.

Consideration should be given to making the interview as friendly and rigorous as possible.

### **Post Interview.**

The Headteacher should inform successful and unsuccessful candidates and the Finance Secretary should inform Payroll and Human Resources of appointment.

The successful candidate should be offered the post in writing and other candidates should be informed of the outcome by telephone and informed of the opportunity for feedback from a selected panel member.

Photographic evidence, confirmation of address, permission to work in the UK, details of contact numbers and proof of qualifications should be checked.