

	POLICY TITLE:	Appointment Procedure
Kingsmead Academy T/A Kingsmead School		
Committee/Person Responsible for Policy:		Headteacher Finance, Strategy & Personnel sub-committee
Date Approved by Governing Body:		July 2018
Date of Last Review:		Term 6 – 2017/18
Next Review Due:		Term 6 – 2020/21

1. Purpose and Scope of the Procedure

1.1 This policy will apply to all teaching and support staff appointments. Adherence to this policy will ensure that appointments to Kingsmead's workforce are conducted fairly and meet statutory obligations and good practice. The policy also highlights areas that are relevant to other individuals who regularly work in the school such as volunteers and contractors. The policy fully complies with the recruitment practices outlined in the DfE guidance on 'Safeguarding Children and Safer Recruitment in Education'.

AIM

To ensure that the recruitment and selection policy complies with relevant and up to date employment and education legislation and national guidance.

This policy will be applied in accordance with the core values of Kingsmead School:

ASPIRATION & DETERMINATION

To recruit and retain high quality individuals who will work to maintain the highest standards in the School.

CARE

That in the application of the policy the School ensures that no employee receives less favourable treatment on grounds of sex, trans-gender status, sexual orientation, religion or belief, marital status, civil partnership status, age, race, colour, nationality, national origins, ethnic origin, disability or part time status.

3. Legislation

3.1 A list of all relevant legislation will be attached.

4. Standards

4.1 All members of the selection panel have the necessary authority to make decisions about appointments;

- 4.2 A minimum of three members of the Governing Body form the selection panel for the Head teacher, Deputy and Assistant Head teacher appointments, and a minimum of one individual form the selection panel for other full time appointments, plus the Headteacher or representative and Head of Department/Line Manager of the position. It is acceptable for the Headteacher and or other nominated persons to appoint fixed term appointments without Governor representation in exceptional circumstances such as non-availability of Governors.
- 4.3 At least one member of the selection panel will be suitably trained, which will include: training on equal opportunities and recruitment and selection techniques; training on the 'safeguarding learners' agenda to deter, identify and reject applicants who might abuse students, or are otherwise unsuited to work with them;
- 4.4 Reasonable adjustments are made to accommodate requests by applicants with a disability or applicants with special needs;
- 4.5 All panel members declare whether they have a personal or pecuniary interest in the appointment of a particular candidate. Where a personal or pecuniary interest is declared, the panel member will be asked to withdraw from the proceedings;
- 4.6 Candidates are presented with adequate and well-presented information about the school;
- 4.7 Information from applicants is scrutinised and discrepancies or anomalies are satisfactorily resolved and any outstanding concerns are referred to the school's Human Resources provider;
- 4.8 Recruitment and selection processes are underpinned by effective administrative arrangements and that there is prompt communication with candidates to minimise delays;
- 4.9 That the recruitment and selection policy complements other policies and procedures, such as child protection, induction and whistle-blowing policies and procedures;
- 4.10 All staff, volunteers and contractors are properly vetted to screen out unsuitable individuals, ensuring that the school operates safer recruitment and selection procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with students;
- 4.11 Where appropriate, students will be involved in the recruitment and selection process in some way (e.g. observing short listed candidates; candidates being shown around the school by students);
- 4.12 Advice is sought from school's Human resources provider as appropriate.

5. Key roles and responsibilities

- 5.1 The Governing Body is responsible for overseeing recruitment and selection at the school. The Governing Body shall determine the school's staffing structure and the number of staff at the school.
- 5.2 The Governing Body will delegate responsibility for overseeing the appointment of all staff (except Headteacher) to the Headteacher;
- 5.3 The Governing Body shall set up a selection panel of at least three governors for Headteacher, Deputy and Assistant Headteacher appointments. Where a vacancy exists for a Headteacher position, the Chair of Governors shall undertake the role assigned to the Headteacher in this policy. At least one member of the Selection Panel should have undertaken Safer Recruitment training.

6. Recruitment Planning

6.1 Identifying a Vacancy

- 6.1.1 Where a post arises from a vacancy, the Headteacher will review the duties of the post to determine whether the nature of the job and the competencies required to do the job have changed significantly.

6.2 Job description

- 6.2.1 The job description will set out an individual's main duties and responsibilities.
- 6.2.2 All job descriptions will emphasise that the post holder has responsibility for promoting and safeguarding the welfare of students and will clearly set out the extent of the relationships/ contact with students and the degree of responsibility that the individual will have in the position to be filled.
- 6.2.3 Where a post holder's terms and conditions are governed by the School Teachers' Pay and Conditions Document (STPCD), the job description will also refer to the terms of employment set out in the STPCD.
- 6.2.4 The School will consult their Human Resources provider on pay and evaluation matters as appropriate.

6.3 Person Specification

- 6.3.1 The person specification will set out the essential skills, knowledge, ability, qualities and other key competencies that are required to undertake the job.
- 6.3.2 The person specification will make reference to suitability to work with students and will emphasise that all candidates will be required to demonstrate a commitment to safeguarding the welfare of students.
- 6.3.3 The person specification will include the qualifications and experience, and any other requirements needed to perform the role in relation to working with students.
- 6.3.4 The person specification will explain how the requirements of the job will be tested and assessed during the selection process.
- 6.3.5 Assessment criteria will be agreed in accordance with the person specification.

6.4 Recruitment Advertising

- 6.4.1 All vacant posts will be advertised concurrently (internally and externally) unless the Governing Body has good reason not to advertise in this way.
- 6.4.2 The recruitment advertisement will communicate comprehensive details regarding the vacant post, including the salary and the qualifications required. The advertisement will include a statement illustrating the school's commitment to safeguarding and promoting the welfare of students and will emphasise that the Governing Body expects all staff and volunteers to share this commitment.
- 6.4.3 The recruitment advertisement will highlight that the successful candidate will be required to undergo an Enhanced Disclosure & Barring Service (DBS) check and ISA registration (for new entrants to the profession) are mandatory.
- 6.4.4 The recruitment advertisement will notify applicants of the planned interview dates

6.5 Job Application Form

- 6.5.1 The Governing Body will use a standard application form to obtain a common set of core data from all applicants. The submission of curriculum vitae (CV) as an alternative to a job application form will not be accepted.
- 6.5.2 The job application form and explanatory cover letter will also indicate that:

- (a) The post is exempt from the Rehabilitation of Offenders Act 1974, thus requiring the applicant to declare all convictions, cautions and bind-overs (including those regarded as 'spent' for other purposes);
- (b) A signed statement is required that the person has not been barred from teaching, disqualified from working with children, or subject to sanctions imposed by a regulatory body and either has no cautions, convictions and bind-overs, or has outlined details of their record on Kingsmead's Criminal Record declaration form;
- (c) Enhanced Disclosure & Barring Service (DBS) checks will be sought for the successful candidate;
- (d) Applicants should provide a statement of their academic and/or vocational qualifications that are relevant to the position for which they are applying with details of the awarding body and date of award;
- (e) Applicants should provide explanations for periods not in employment, education or training, and reasons for leaving employment;
- (f) Applicants should declare any family or close relationship to existing employees or employers (including governors);
- (g) Applicants will be expected to comply with the School's policy and practice for obtaining employment references;
- (h) Providing false information is an offence and would result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Department for Education (DfE) Children's Safeguarding Operations Unit.

6.6 Information Pack for Applicants

The Headteacher will be responsible for collating the application pack. The School may seek advice from their Human Resources provider on the suggested content of the application pack.

All application packs will contain the following information:

- (i) Cover letter and explanatory notes about the recruitment and selection process;
- (j) Job application form;
- (k) Job description;
- (l) Person specification;
- (m) Essential information about the post including information relating to the Rehabilitation of Offenders Act, Equality/Diversity policy statement, the terms and conditions relating to the post;
- (n) An explicit Child Protection Policy Statement about the School's commitment to safeguarding and promoting the welfare of learners and the expectation that all staff and volunteers will share this commitment;
- (o) Any relevant information about the School and area of the School pertaining to the post advertised.
- (p) Administrative arrangements for short listed candidates.

7. SELECTION

7.1 Shortlisting

- 7.1.1 The Headteacher and Head of Department/ Line Manager will be responsible for drawing up the shortlist of candidates for interview, and this will be based on an equal assessment against the criteria contained in the person specification without exception or variation and the quality of the application regarding the tasks set in the application process.
- 7.1.2 The shortlisting process will be used to identify any anomalies, discrepancies or gaps in employment which will be explored at interview, should the candidate be shortlisted. Only fully and properly completed applications will be considered for shortlisting. We will follow Safer Recruitment guidance when shortlisting.

7.2 Employment References

- 7.2.1 Two references will be sought before interview for all shortlisted candidates. Where references have not been obtained prior to interview, they will be obtained before the successful candidate starts work at the School and before their appointment is confirmed.
- 7.2.2 References will normally be sought from the person's current or most recent employer, plus another previous employer, and will request objective verifiable information, including the person's suitability for working with students. Referees will be provided with a copy of the relevant job description and person specification.
- 7.2.3 At least one reference will normally be sought with regard to a candidate's previous employment involving working with students. Where this is not possible, referees will still be required to comment on whether they are completely satisfied that the candidate is suitable to work with students.
- 7.2.4 All references will be obtained directly from the referee, and will be scrutinised and cross referenced with the other information obtained on the candidate as part of the recruitment and selection process. 'Open references' and testimonials, i.e. 'To Whom It May Concern' will not be accepted.
- 7.2.5 Any concerns highlighted by a reference will be taken up with the referee, normally by telephone and then followed up in writing, and may be raised with the candidate for clarification.
- 7.2.6 Referees will be contacted after interview and asked to for comments on the preferred candidate's employment record re attendance, punctuality and illness. All offers of employment are provisional until such information is received.

7.3 Selection Tests

- 7.3.1 Tests, such as psychometric tests, candidate presentations, teaching observations and in-tray exercises may be used to aid the selection process, although they will not be used in isolation. Where such tests are to be used as part of the selection process, this will be made clear in the job application pack and the invite to interview letter.
- 7.3.2 Psychometric tests will only be administered by suitably trained professionals.

7.4 Selection Interview process

- 7.4.1 Before interview, the selection panel will agree the standards that are required to be met and how these will be assessed, the 'core' questions to be asked of all candidates (including attitude towards students and the safeguarding students' agenda), and the issues to be explored with individual candidates during the 'personal section' of each interview. It is important that all specific questions designed to gain required information about each candidate's suitability have been asked,

including those needed to address any gaps in information supplied in the application form.

- 7.4.2 No employment contract ('contract of service') will be offered by the Governing Body without a face-to-face interview having first been conducted.
- 7.4.3 An invitation to interview will be sent to all shortlisted candidates (Appendix i), which will include a reminder that their suitability for working with students will be explored at the interview, and confirmation of the documentation that they will be required to bring with them.
- 7.4.4 The selection panel will satisfy themselves that they have seen and scrutinised the originals of the following documents either before or at interview:
 - (a) Two satisfactory references (see above)
 - (b) Copies of the above documents will be kept on the individual's personnel file for successful candidates.
- 7.4.5 All interviews will include a 'personal section', which will enable the selection panel to explore issues that are pertinent to the individual's job application form.

7.5 Decision making process

- 7.5.1 The Governing Body may appoint the person recommended by the selection panel subject to the person meeting all the relevant staff qualification requirements and subject to DBS clearance and acceptable references, post interview, regarding attendance, punctuality and illness records.
- 7.5.2 Unsuccessful candidates that have been interviewed for a vacancy will be notified of the outcome of their interview

7.6 Other pre-employment checks

- 7.6.1 Kingsmead recognises that shortlisting, interviewing and testing are just part of what needs to be a holistic, co-ordinated and systematic process of selecting the best candidate for each job. So as to help ensure that those unsuited to work with students are not appointed, all offers of appointment will be made subject to the following:
 - (a) Two satisfactory references
 - (b) Satisfactory Enhanced DBS/List 99 Check (registration with new Vetting and Barring Scheme through ISA from July 2010)
 - (c) Verification of medical fitness
 - (d) Evidence of eligibility to live and work in the UK (including photographic evidence)
 - (e) Verification of qualifications/professional status
 - (f) Verification of successful completion of statutory induction (Teachers who obtained QTS after 7 May 1999)
 - (g) Satisfactory completion of probation period.
- 7.6.2 No person shall be allowed to commence employment with the school without a List 99 check having been completed and an enhanced DBS check having been applied for. Before a person commences working the School will have satisfied itself of all of the other checks listed above, with the exception of (g).
- 7.6.3 Where a person's DBS clearance has not been obtained before their proposed start date, the Headteacher will conduct a risk assessment to determine whether the

person should be allowed to commence working, and if so what additional supervision/systems/monitoring need to be put in place. The level of additional supervision required in such circumstances will take into account factors such as what is known of the person, their experience and the nature of their duties. For those with limited experience and where references have provided limited information the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work a lower level of supervision may be appropriate.

For all staff without completed DBS disclosures it should be made clear that they are subject to this additional supervision. The nature of the supervision should be specified and the roles of staff in undertaking the supervision spelt out. Such arrangements will be reviewed by the Headteacher at least every two weeks until DBS clearance is received.

- 7.6.5 The originals of all pre-employment checks will be seen and scrutinised by the selection panel and a copy placed on the individual's personnel file.

7.8 Volunteers and Contractors

- 7.8.1 The Headteacher should ensure that the terms of any contract the School lets, that requires the contractor to employ staff to work with, or provide services for, students requires the contractor to adopt and implement the approved recruitment and selection policy. The Headteacher should also monitor the contractor's compliance.
- 7.8.2 The governing body will, in the letting of contracts, ensure that the terms require contractors employing staff to work with, or provide services for, the School's students to adopt and implement the recruitment and vetting measures described in this policy.
- 7.8.3 The governing body will ensure that contractors' compliance with this requirement is monitored on an on-going basis.
- 7.8.4 When recruiting volunteers, the Governing Body will ensure that those of whom the School has little or no recent knowledge will be subject to the same recruitment and vetting measures as set out for paid staff in this policy. Where a volunteer is well known to the School, the Headteacher (in conjunction with the chair of governors) may apply a streamlined recruitment and vetting process which will normally include seeking references, conducting an informal interview, and conducting DBS/List 99 checks. Where voluntary work is to be undertaken as a 'one off' and the person will not be left unsupervised in charge of students, such measures as described in this policy will not be necessary.
- 7.8.5 In deciding which recruiting and vetting procedures to apply to a particular volunteer, the Headteacher will conduct a risk assessment taking into account factors such as the duration, nature and frequency of contact with students, what the School already knows about the person, and whether the person has other employment where referees can be used to advise on suitability.
- 7.8.6 The governing body will ensure that assurance is obtained from other organisations recruiting volunteers to work in the School that such people have been properly vetted.
- 7.8.7 In the case of extended services, the governing body will ensure that written agreements are in place with third party providers or groups using the School's site which set out the respective responsibilities of each party in terms of ensuring suitability of those working with students, and that the appropriate induction, supervision and monitoring takes place.

7.9 Record Keeping

- 7.9.1 The School will retain a single central record detailing the recruitment and vetting checks carried out on individuals working at the School to ensure the necessary vetting has been undertaken to assess their suitability to work here.
- 7.9.2 This Single Central Record will include all staff employed to work at the School, supply staff (including those employed by agencies) working at the School, and others such as volunteers who work here and have regular contact with students.
- 7.9.3 All information relating to the Single Central Record will be kept in accordance with Data Protection principles and – in the case of DBS checks - latest DBS guidance.
- 7.9.4 Copies of all recruitment and selection documents will be kept on the individual's personnel file for successful candidates.

8. Induction

- 8.1 All new and newly promoted employees will be subject to an induction programme, regardless of their previous experience. Other groups of workers such as agency staff and volunteers will also be subject to an induction, the timing and detail of which will be determined by the Headteacher.
- 8.2 The purpose of the induction is to provide training, support and information to new and newly promoted employees relevant to their role, and to confirm expectations particularly with regard to conduct. The induction also provides an opportunity for any concerns to be raised by the person or their line manager, and addressed appropriately.
- 8.3 The content and nature of the induction programme will vary according to the person's role and previous experience, and will be determined by the Headteacher in conjunction with the line manager. It will include:
 - (a) Policies and procedures relevant to safeguarding the welfare of students, eg. physical intervention;
 - (b) Other relevant personnel policies and procedures, eg. Whistle Blowing, Disciplinary procedure, Code of Conduct;
 - (c) Policies relating to standards of behaviour expected within the School;
 - (d) Clear guidance on how and to whom concerns regarding child protection issues should be raised;
 - (e) Attendance on child protection training relevant to the job.

9. MONITORING

- 9.1 The Governing Body will monitor and assess the impact of the recruitment and selection policy to complement the School's statutory duties and good practice. Where impact assessments suggest that the School's recruitment and selection policy and practice have an adverse impact on particular groups or sectors of the community, the Headteacher and Governing Body will work to minimise the negative consequences that might be experienced. The School will take appropriate action to address any concerns and seek advice where necessary.
- 9.2 Kingsmead will undertake a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.
- 9.3 Kingsmead will collate and act on equal opportunities monitoring information obtained through the recruitment and selection process. Information will also be obtained on staff turnover and reasons for leaving, ensuring that exit interviews are undertaken and monitor the attendance of new recruits at child protection training.

- 9.4 The School's Single Central Record will be regularly monitored to ensure that all individuals have undergone the necessary vetting procedures.
- 9.5 The Governing Body will monitor and ensure that safe environments are created for students through complementary policies and procedures e.g. Child Protection Policy, Induction policy.