

Staff Recruitment Policy

Introduction

This policy replaces any previous policy and follows the DfE regulations and those issued by the London Borough of Harrow. All members of staff are affected by and expected to adhere to this policy.

In line with the College's Equal Opportunities and Special Educational Needs policies, we aim to give all students equal opportunities to take part in all aspects of College life, as far as is appropriate, practicable and compatible with giving regard to health and safety and the efficient education of other students.

This policy takes account of the Government's aim for children to have the support they need under Every Child Matters:

- to be healthy
- to stay safe
- to enjoy and achieve
- to make a positive contribution
- to achieve economic well-being.

The policy will follow the five principles of the Children's Plan:

- to support parents and families
- to allow children to reach their full potential
- to enable children to enjoy their childhood whilst preparing for adult life
- to provide services in response to children and family needs.
- to use preventative measures to help students avoid the possibility of failure

This policy is founded in the College's commitment to the development and maintenance of good behaviour and a positive and inclusive ethos for all members of the College community.

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Foreword

Rooks Heath College is a mixed 11 to 18 multicultural comprehensive in the London Borough of Harrow. This policy is formulated by the Deputy Headteacher, in consultation with staff and is monitored by other members of the College's Leadership and Management Group. The policy is subject to annual review by the College's Leadership and Management Group and is subject to approval by the governors of the College.

Statement of Intent

The aim of this Policy is to present staff with guidance in recruitment and selection and ensure that processes and procedures are in line with current employment legislation. This policy should be read in conjunction with the Staff Recruitment Handbook and the Safeguarding Policy.

Safeguarding

As an integral part of safeguarding, all staff involved in the recruitment process will have received training in safer recruitment in education. In the UK, anyone working with children under the age of 16 has to be checked by the government's Criminal Records Bureau. All advertising will specifically refer to the safer recruitment procedures used by the College to help deter any unsuitable applicants and help protect the students in our care.

Equality and regulation

The College will recruit a suitable candidate for the role whilst meeting equality regulation requirements, including age, equal pay, working time, race relations, sex discrimination, employment rights and disability discrimination.

Summary of the Recruitment and Selection Process

Recruitment begins with identifying and analysing the work that needs to be done and creating the following:

1. **The job description:** this refers to the statement of what a person taking a job will do and what they will be responsible for. It will be created using the College template. All new job descriptions will be approved by the College Business Manager, the Deputy Head or the Headteacher before a position is advertised.
2. **The Person Specification:** this sets out the skills, abilities and experiences that a candidate needs to be able to do the job. It will make careful consideration of whether criteria are essential or desirable to help attract the most suitable candidates and not waste valuable time. All Person Specifications will be approved by the College Business Manager, the Deputy Head or the Headteacher before a position is advertised.

At this point the position can be advertised. All applications are collected and recorded by the College's Clerical Assistant - Staffing. A copy of all applications is given to each member of the recruitment panel. They will also be given a copy of the advert, the Person Specification and the

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job description. A selection process then begins to remove some candidates (normally on the basis of a mismatch between the person specification and a candidate's skills, abilities and experience). Shortlisting follows and then the selection process which results in one person being offered and accepting the job.

Marketing and the job vacancy

All advertising is managed by the College Clerical Assistant - Staffing. The advertisement will be presented in a professional manner that considers the opportunity to promote the image of the College. The College currently uses three main methods of advertising including the use of local newspapers, the Times Education Supplement and the College Website.

Agency staff

As of the 1 October 2011, the Agency Workers Regulations come into force giving agency workers certain entitlements. From day one of their assignment they are required to have access to the same facilities and amenities as a comparable employee, undertaking similar work with the College. Under these regulations agency workers must also have access to job vacancies being advertised by the College.

Shortlisting job applicants

The person specification will have set out the criteria on which to assess applicants. Shortlisting is carried out by the selection panel. Since only the applicants who meet the essential criteria can be successful, the first assessment can be limited to these criteria. In the second assessment, desirable criteria are considered. In some circumstances, where there are a high number of potentially suitable candidates, the panel might create a long list and then reduce this group by looking for additional information that makes their application stand out.

Main selection methods

- **Interviews:** are the preferred method of recruitment for the College. For senior posts, to increase the objectivity of interviews, the College may hold more than one interview with each candidate, with different interviewers. However, for other positions a group of people, known as a panel, will interview the candidate at the same time.
- **Work samples:** may be used to assess an applicant's ability to perform selected tasks that are similar to those performed on the job.
- **References:** will be used to provide statements about the candidate from previous employers or respected people.

The composition of the interview panel

At Rooks Heath a typical panel will usually consist of a member of the Senior Leadership Team along with at least one other member of staff. This might be a Head of Department, a Governor or any trained member of staff that would be working with the new employee. For senior posts the panel would be expected to consist of three or more senior members of staff.

Confidentiality and Data Protection

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Data gathered at the recruitment stage is governed by data protection legislation. Applications are collected and recorded by the College's Clerical Assistant - Staffing. When the closing date for applications is reached, copies of all applications are given to each member of the recruitment panel. Each panel member is responsible for keeping the information secure. These applications will be used to make notes to support selection decisions for unsuccessful candidates as well as those selected for interview. Additional notes will then be added during the interview stage to provide further evidence of the decision making process and form the basis of constructive feedback for unsuccessful candidates. All copies of applications will be returned to the College's Clerical Assistant – Staffing, to be retained for a period of 6 months after which they will be shredded as confidential waste. Details relating to the successful candidate will be retained in the staff members file.

All aspects of the recruitment process are confidential to the candidates and the recruiters. The performance of candidates will not be discussed with a wider audience following the recruitment process.

Induction

A structured and comprehensive induction includes the formal process of welcoming new employees so that they feel comfortable with their job as quickly as possible. This will be provided by the Deputy Headteacher who will also ensure that the new member of staff is welcomed in morning notices. Induction has three aspects to it:

- **Administrative:** to provide information about the job, the procedures and the College.
- **Welfare and employee support:** to provide any support the new employee needs in the early days of employment.
- **Human resource management:** to inform new employees about the College ethos, their individual accountabilities and the standards of performance required.

The induction meeting provides a series of planned activities that make new employees feel welcome, and helps them to understand the College in its wider context (including its past, present and future vision). As well as introducing key policies and procedures it makes College expectations clear and starts the socialisation process of understanding the College's preferred way of acting and doing things.

Useful sources of information for new staff

- Fronter
- Routines and Procedures Booklet
- Deputy's Room
- Legal Reminders issued in September
- Head of Department
- Staff Room notice boards
- College Policies

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