



ROOKS HEATH SCHOOL
Strive to be your best

RECRUITMENT – SAFEGUARDING STATEMENT

Date: January 2019

The academy wishes to recruit outstanding staff. The focus will therefore be upon ensuring that the new post is well considered and attractive, that a high quality field is attracted, and that the selection methods allow applicants to demonstrate their suitability for the post to ensure that the right applicant is appointed.

The appointment of all employees will be made on merit and in accordance with legislation. Applicants will be evaluated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

This policy applies to recruitment to all permanent, temporary or acting posts.

Delegation of Appointments

The Governing Body delegates the approval for appointment in accordance with their Scheme of Delegation.

Where the appointment to be made is of a Headteacher the Chair of Governors will undertake the lead role in the appointment process.

Confirming a vacancy exists

The Governing Body will approve the staffing establishment for the academy in accordance with its Scheme of Delegation.

When a vacancy appears to exist (whether this is the result of an additional post being established or a current postholder leaving that post) the Headteacher or nominated Senior Leader will consider how to best meet the needs of the academy. This may involve replacing a post 'like for like', recruiting to a different type of role, or a restructuring of service delivery.

The Headteacher will update the Governing Body regarding the staffing establishment and consult with the recognised unions where appropriate.

Agreeing the post and process

Once the Headteacher or Senior Leader has confirmed that there needs to be recruitment to a vacancy that is within the approved staffing establishment, the Headteacher or delegated senior leader will agree the job description and person specification for the post.

All newly created support staff posts will be evaluated in accordance with the Greater London Provincial Council Job Evaluation Scheme.

The Headteacher will determine the most appropriate recruitment and advertisement route, bearing in mind the overall objective to recruit a high quality field of applicants. The vacancy may be filled:

- Following internal advertisement only, although this would normally not be considered appropriate for Senior Leader posts
- Following external advertisement
- Following advice from recruitment consultants.

The Headteacher will ensure that a suitable Selection Panel is established for the recruitment process. The Selection Panel for Senior Leaders should include Governor representation. The Selection Panel will agree who is the Chair of the Panel.

Information for Applicants

- All applicants for all vacant posts advertised internally or externally will be provided with:
- Notification that the appointment is subject to an enhanced DBS check, confirmation of ID, the ability to work in the UK, satisfactory references and medical clearance.
- A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the College
- A Person Specification indicating the qualifications, skills and types of experience or expertise required for the post.
- An Application Form.
- Information about the College and Other General Information:
 - a description of the school relevant to the vacant post.
 - a statement about access to the school for applicants who may wish to see it or who may wish to consult the Headteacher before making an application.
 - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
 - reference to the College's policy on Equality and Diversity.
 - reference to the legislation concerning the Protection of Children.
 - the name of any person who will be available to provide additional information about the post.
 - the closing date for the receipt of applications.
 - salary level of the post.
 - outline of terms of employment including salary.

Short Listing

Short listing will be the responsibility of the Selection Panel identified for the post. The Selection Panel will take up two references on each short listed candidate. References will, where appropriate, include the applicant's current employer.

References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought set against the requirement of the job description and person specification and information regarding issues relating to child protection. If a candidate for a post working with children is not currently

employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

Short listing will be based only on substantial information. The job description and the person specification will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.

The criteria for selection will be consistently applied to all applicants. If the field of applicants is felt to be weak the post may be re-advertised.

Selection methods

For each vacancy, the Selection Panel will design a selection process that will enable applicants to demonstrate their competence for the role that they have applied for. It is expected, therefore, that the selection process may consist of one or more of the following methods.

At least one member of the Selection Panel will have received Safer Recruitment Training.

The notes taken and documentation used in the selection methods will form part of the formal record of why candidates were or were not selected and will be retained for one year; after that time they will be destroyed. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process.

Interviews

The format, style and duration of the interviews are matters for the Selection Panel to decide but the following will be adhered to:

Briefing: All candidates will be given relevant information about the College to enable the candidate to make further enquiries about the advertised job.

The formal interview: Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of the following protected characteristics under the Equality Act 2010 will be asked:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The interview will also deal with the issues of safeguarding children with each candidate and include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. Conviction information for successful candidates will be stored confidentially and securely in HR file.

Before the interviews the Selection Panel will decide a procedure for evaluating the candidates at the end of the interviews.

Before the interviews the Selection Panel will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.

Other potential methods

The selection process may, if the Selection Panel considers it appropriate for the role being recruited to, involve one or more of the following:

- Observed teaching or Assembly delivery
- Group exercises
- Technical exercises
- Psychometric testing
- Exercises or interviews with students

Offer of Appointment by the Selection Panel

The Selection Panel will determine whether to recommend to the Headteacher that the post is offered to any of the applicants; the Headteacher will make the final decision about whether to offer the post and who any offer should be made to.

Any offer of appointment by the selection panel, which is accepted either verbally or in writing, is binding on both parties subject to staff qualification requirements, evidence of the right to work in the UK, satisfactory DBS Disclosure, pre-employment medical screening and two satisfactory

references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

Feedback

On request from the applicant, feedback will be provided to all short-listed applicants, outlining the areas that they performed well in and the areas that the academy felt they needed to improve in to have been successful. This feedback will be provided either verbally or in bullet point email form. Feedback will be provided to the successful candidate.

Personnel file and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the College including:

- application form – signed by the applicant
- interview notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- offer of employment letter and signed contract of employment
- overseas criminal record certificate (Tier 2 skilled worker applicants must source and submit).

The College will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education Guidance.