

THE COTSWOLD SCHOOL – POLICY DOCUMENT



Policy:	Safer Recruitment Policy
Policy Ref:	CSP 20
Version Number:	5.0
Date:	Dec 2017
Review Date:	Dec 2018
Authorised by:	Governing Body
Updated by:	Mrs H Price, Ms C Roffe

This document describes the recruitment policy for all teaching and support staff at The Cotswold School. All provisions of the Keeping Children Safe in Education (Sept 2016) are incorporated within this policy.

1 Opening Statement

- 1.1 This policy will apply to the recruitment of all teaching and support staff.
- 1.2 Decisions concerning the need to recruit staff are delegated to the Principal by the Governing Body. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.
- 1.3 Decisions concerning the remuneration for posts will be made in accordance with the Governors' Pay Policy.

2 Equal Opportunities

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- . Age
- . Disability
- . Gender Reassignment
- . Marriage and Civil Partnership
- . Pregnancy and Maternity
- . Race
- . Religion , belief or lack of religion/belief
- . Sex
- . Sexual Orientation.
- . Being or becoming a transsexual person

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

3 Advertising teaching posts

3.1 Determination of the need to advertise nationally, locally or internally

3.1.1 Teaching Staff posts - National advertisements will be placed for permanent posts which are newly created or in those cases where the previous post holder has taken up a new post. Such an advertisement will be placed on the school website together with The Times Educational Supplement and GCC website where experience indicates that this may be necessary to attract a suitable field.

Support Staff posts – Advertisements will be placed on the school website and the GCC website where experience indicates that this may be necessary to attract a suitable field. To attract certain posts adverts are placed in local post offices, village notice boards etc.

3.1.2 In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Governors' Staffing Committee.

3.1.3 For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases The Times Educational Supplement.

3.1.4 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

3.2 Content of advertisements

Advertisements will specify the main subjects to be taught and/or the nature of any management responsibility, the start date of the appointment, whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract.

Teaching posts - The remuneration for the post will be expressed in terms of the applicable pay scales for teachers published by the DfE.

Support staff posts - The remuneration for the post will be expressed in terms of the GCC School Support Staff Grading Structure.

The closing date for applications will be stated.

Advertisements for teaching and support staff posts will include the following sentences:

'The Cotswold School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced DBS disclosure'.

4 Applications

4.1 Process

Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

4.2 Applications received after the closing date

Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date.

5 Selection process

5.1 Long listing and requesting references

When a large number of applications are received, a long list of the most suitable candidates will be selected as follows:

- 5.1.1 For the post of Principal, by a panel of at least 5 Governors which will include the Chair of Governors;
- 5.1.2 For the post of Deputy Headteacher, by representatives from the staffing committee of the Governing Body and the Principal;
- 5.1.3 For other teaching posts, by the Principal together with members of the Senior Leadership Team and/or the relevant Subject Leader as appropriate.
- 5.1.4 For support staff, by the HR Officer and the Line Manager.

The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.

References will be requested for all applicants on the long list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary procedures.

In those cases where a small number of applications are received (generally fewer than 10), references may be requested for all applicants obviating the need for long listing.

For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

5.2 Short listing and calling for interview

- 5.2.1 Once references have been received, a short list of candidates will be compiled and these candidates will be invited for interview. The shortlist will usually be compiled by a similar group to those involved in long listing.
- 5.2.2 Candidates will only be invited to interview once at least one satisfactory reference has been obtained which confirms that the referee knows of no reason why the candidate should not work with children. In most cases, two such references should be obtained.
- 5.2.3 For posts paid on the Main and Upper pay scales for qualified teachers, the final selection process will be carried out in one day. For Leadership Group posts, the final selection process will normally be over a two day period.
- 5.2.4 When the candidates are invited for interview, they will be given information concerning the interview, including the need to prepare for any demonstration lesson or presentations that may be required.

5.2.5 For support staff, candidates are invited for interview and provided with any information required regarding preparation for interview day.

5.3 *Interviews*

5.3.1 Teaching posts - In most cases, all candidates will be invited to attend for interview at the same time, normally 8.30am. Support staff posts – Candidates will be invited to attend interview at a mutually convenient time within the school day.

5.3.2 Teaching posts - On arrival, candidates will be welcomed by the Principal who will outline the programme for the day, explain any particular circumstances concerning the post and provide a general overview of the school. The Principal will also inform the candidates the order in which they will take part in the various elements of the selection process.
Support staff posts – On arrival, the candidate will be met by the HR Officer or the Line Manager as detailed in the invitation to interview letter.

5.3.3 Teaching posts - During the morning, the candidates will have a tour of the school. Wherever possible, this will be conducted by sixth form students.
Support staff posts – All candidates will be given a tour of the school.

5.3.4 Teaching posts - The candidates may be asked to give a demonstration lesson. If this is used as part of the selection process, the teaching group will be one which is not likely to present behavioural difficulties. In many cases, more than one teaching group will be involved and care will be taken to ensure that the teaching groups used provide similar opportunities for the candidates to demonstrate their teaching style and skills. Each lesson will be observed by at least one member of staff.

5.3.5 Teaching posts - For those posts which include a major management responsibility (Head of Year, Subject Leader, Senior Leadership Group), the candidates may be asked to give a presentation about a management related topic. The presentation will be of 10 to 15 minutes duration.

5.3.6 Teaching posts - The formal interview panel will generally include:

. For posts which do not include a management responsibility and for those with a TLR 2 allowance, the Principal, a Deputy Headteacher and the relevant line manager;

. For posts which include a TLR 1 allowance, a governor in addition to staff already listed;

. For Assistant or Deputy Headteacher posts, usually two governors in addition to staff already listed;

. For Principal posts, the full governing body.

The panel will convene before the start time for the interviews in order to agree the questions that the candidates will be asked.

5.3.8 For all posts, at least one person on the interview panel must have current accreditation in Safer Recruitment by the DfE.

5.3.9 Teaching posts - When candidates attend for interview, they will be expected to provide:

. originals of the relevant certificates as proof of their qualifications where these are required for the post;

. suitable proof of identity (driving licence photocard or passport);

. proof of address – recent utility bill, bank or credit card statement.

For support staff posts –

. suitable proof of identity (driving licence photocard or passport);

. proof of address – recent utility bill, bank or credit card statement.

These will be checked by the member of the interview panel who holds the Safer Recruitment accreditation.

5.3.10 Interviews should normally be of 20 to 40 minutes duration. All candidates will be questioned about their employment history. Any breaks in employment will require justification.

5.3.11 The core interview questions should be the same for each candidate. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

5.3.12 At the end of the interviews, the candidates should be asked if they have any questions for the panel.

5.3.13 Teaching posts - The chair of the panel (normally the Principal) will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.
For support staff - The chair of the panel (normally the HR Officer or Line Manager) will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

5.4 *Making the final selection*

5.4.1 The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the chair of the selection panel can provide feedback to those candidates.

5.4.2 The successful candidate will be formally offered the post and the salary level will again be confirmed. The offer will be made subject to:

. a satisfactory enhanced DBS and barred list check

. check that the candidate is not subject to a prohibition order using the Employer Access Online service; (Teaching posts only)

. receipt of a completed health check questionnaire;

. receipt of signed hard copies of references where these have not already been received.

. A valid work permit for overseas candidates

. Completion of Child Protection Safeguarding Training

5.4.3 The unsuccessful candidates will be informed of the decision and, wherever possible, they will each be offered feedback on their interviews. The successful candidate is not offered feedback.

6 Confirming the appointment

- 6.1 A letter confirming the offer of the post will be sent to the successful candidate on the next working day (where practically possible) following the interview. The letter will ask the candidate to confirm their acceptance of the post. The letter will also reaffirm any conditions to which the appointment is subject ref 5.4.2 above.
- 6.2 Paperwork including Statement of Particulars, bank details request, DBS check forms, Pre-Employment Health Questionnaire and other details will be sent to the successful applicant, either with the above letter or on receipt of the letter confirming acceptance.

7 Taking up the post

7.1 Candidates may not take up their post until the following have been completed:

- . An enhanced DBS with barred list information check carried out and a member of staff with current Safer Recruitment training has seen the DBS certificate
- . A check has been made that the candidate is not subject to a prohibition order using the Employer Access Online service; (Teaching posts only)
- . Proof of identity has been recorded (ref 5.4.2);
- . Qualifications check has been recorded (ref 5.4.2);
- . Signed hard copies of references have been obtained and placed in the candidate's file;
- . A valid work permit has been received for overseas candidates;
- . The candidate's details have been added to the school's Single Central Record.

7.2 The school reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 7.1 have been falsified in any way.

This policy is written and administered with due regard to our duty and commitment as a school: to consider all aspects of equality and diversity.

(18/12/2017)

ratified by Governors and
signed as such by The Chair of Governors

