



Recruitment and Selection Policy

November 2016

Reviewed and approved by Sentamu Academy Learning Trust Board of Directors on 17th November 2016

Sentamu Academy Learning Trust

Vision Statement:

“Be Extraordinary”

Mission Statement:

We believe that young people achieve their fullest potential when they have a vision of everything their lives could become. The Bible (John 10:10) quotes Jesus as saying, “I have come that they may have life and may have it in all its fullness”. As academies, we commit ourselves to inspiring our students, and equipping them with the resilience and determination to unlock their unique gifts and realise their highest aspirations. We aim to achieve this through following distinctively Christian principles, and focusing on four key areas, service, achievement, leadership and teamwork.

Recruitment and Selection Policy

1. Responsibility

- 1.1 The Sentamu Academy Learning Trust Board of Directors has primary responsibility for the employment of Trust employees. Some of these responsibilities, including the implementation of the recruitment and selection policy, have been delegated to the Local Governing Committee, the Principal and/or senior managers who shall comply with all policies and procedures issued by the Board of Directors and take into consideration any subsequent advice and recommendations given to them by the Directors.
- 1.2 The Board of Directors maintain the right to involve itself in any area of implementing this policy that it deems appropriate.

2. Policy Summary

- 2.1. This Recruitment and Selection Policy has been produced in line with the Department for Education (DFE) guidance ‘Keeping children safe in Education (July 2015)’. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

3. Recruitment and selection policy statement

- 3.1 The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

3.2 The Academy is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Academy's performance and fundamental to the delivery of a high quality service.

4. Purpose

4.1 To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.

4.2 To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

5. Definitions

5.1 In this procedure the following words and expressions shall have the following meanings: "Directors" or "Trust Board" means the Board of Directors of the Trust as constituted from time to time, or where appropriate any sub-committee of the Board of Directors.

"Governors" means the local governing body of each Academy referred to as the Local Governing Committee (LGC) as constituted, or where appropriate, any sub-committee of the Local Governing Committee. Each Local Governing Committee has specific delegated powers for the management of the business of each Academy as agreed by the Directors.

"Trust" means the Sentamu Academy Learning Trust;

"Executive Principal" means the Executive Principal of the Trust and has the same level of responsibility as the "Principal" in this procedure;

"Principal" means the head of the Academy and may also be known as the Headteacher.

"Vice Principal" can also be referred to as a Deputy Headteacher.

6. Scope

6.1 This policy applies to all Trust employees and governors responsible for and involved in recruitment and selection of all staff. It should be read in conjunction with the DFE guidance Keeping children safe in education July 2015, Part three, Safer Recruitment and the Trust's DBS Policy.

6.2 The ultimate responsibility for recruitment and selection lies with the Directors however some of this responsibility has been delegated as shown below

Appointment	Decision making responsibility
Executive Principal/Central appointment/	Board of Directors
Principal/Head or Vice Principal/Deputy Head	Board of Directors/Executive Principal
Other senior leadership staff	Local Governing Committee and Principal
Teacher to deliver RE in accordance with a denomination syllabus	LGC must approve the appointment, The Diocesan Board of Education may attend and provide advice to the selection panel.
All other staff	Principal

7. Aims and Objectives

- 7.1 To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- 7.2 To ensure a consistent and equitable approach to the appointment of all Academy staff.
- 7.3 To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation or religious belief.
- 7.4 To ensure the most cost effective use is made of resources in the recruitment and selection process.

8 Principles

8.1 The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members but preferably with three. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DCSF.
- Directors and Local Governors will be involved in the recruitment of any Principal, member of the Senior Leadership Team and any other role where it is deemed appropriate.
- Selection will be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised.
- Relevant checks will be made to ensure that illegal migrant workers are not employed.
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

9. Equal Opportunities

9.1 The Trust is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation or religious belief. The Trust acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

10. Academies with a religious character

10.1 There are some specific exceptions to the religion or belief provisions of the Equality Act for employment by schools designated as having a religious character. Academies within the trust with a religious character may apply religious criteria when recruiting a member of their teaching staff or Principal/Head. In line with DFE guidelines such academies, particularly former voluntary-aided schools, may give preference to persons:

- Whose religious opinions are in accordance with the tenets of the religions of the academy;
- Who attend religious worship in accordance with those tenets; or
- Who give, or are willing to give, religious education in accordance with those tenets

10.2 Religious criteria may not be applied to any other posts, such as non-teaching staff, unless it can be justified that there is a genuine occupational requirement.

10.3 Adverts and person specifications must clearly state that there is a genuine occupational requirement when religious criteria is being applied.

11. Safer Recruitment – Recruitment and Selection Training

11.1 It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

12. Pre-recruitment Process

12.1 Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the Trust's commitment to safeguard children and young people.

12.2 Advertising Vacancies

- 12.2.1 All posts will be advertised internally within the school via email (those on maternity and long term absences must be made aware of all suitable vacancies) and externally where appropriate.
- 12.2.2 Occasionally a post may not be advertised, either because a similar post has recently been advertised and an appointment can be made from the subsequent interviews, or because a fixed-term appointment needs to be made as soon as possible to ensure continuity within a post, such as covering long term sickness absence.
- 12.2.3 Where the need for a fixed term post becomes a permanent one then the Principal will need to consider whether it is appropriate for the post holder to be offered the permanent contract or whether the post should be advertised. This will depend on the original reason for the post initially being fixed-term, any subsequent changes in the needs of the Academy and the original recruitment process that was undertaken.
- 12.2.4 Prior to employing anyone from outside the European Economic Area under the UK Border Agency Tier 2 Sponsorship of Overseas workers arrangements the vacancy must be advertised with Jobcentre Plus and one other area for a minimum of four week in line with the UK Border Agency code of practice.
- 12.2.5 The following paragraph should be included in all publicity materials, entries on recruitment websites, advertisements, candidate information packs etc.

“The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment”.

12.3 Application Form

- 12.3.1 A standard application form will be used to obtain a common set of core data from all applicants.

12.4 Job Description and Person Specification

- 12.4.1 An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

12.5 References

- 12.5.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be requested in writing and contain information about previous employment history to check that information is not contradictory or incomplete.
- 12.5.2 At least two references will be sought on all short listed candidates, including internal ones, and will be obtained, where possible, before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.
- 12.5.3 References should always be obtained and scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They should always be requested

directly from the referee and open references, for example in the form of ‘to whom it may concern’ testimonials should not be accepted. If a candidate for a teaching post is not currently employed as a teacher, it is also advisable to check with the school, college, academy or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

12.5.4 On receipt, references should be checked to ensure that all specific questions have been answered satisfactorily. The referee should be contacted to provide further clarification as appropriate, for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate.

12.5.5 Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant’s suitability for the post (including information obtained from the Teacher Services’ checks referred to previously).

13. Interviews

13.1 The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

13.2 Interview Panel

13.2.1 A minimum of two interviewers will form the interviewing panel, but preferably three.

13.2.2 The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (at least one member of interview panel will have undertaken the training in accordance with the DfE Safer Recruitment Training).
- meet before the interviews to:
- reach a consensus about the required standard for the job to which they are appointing;
- consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- agree their assessment criteria in accordance with the person specification.

13.2.3 Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

13.3 Scope of the Interview

13.3.1 In addition to assessing and evaluating the applicant’s suitability for the particular post, the interview panel will also explore:

- the candidate’s attitude toward children and young people;
- his/her ability to support the Academy’s agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate’s employment history;

- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a CRB check.

13.3.2 If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

14. Conditional Offer of Appointment: Pre Appointment Checks

14.1. An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of eligibility to work in the UK, if any candidates are from outside the EEA the Academy will refer to UK Border Agency Preventing Illegal Working document which can be found on their website as follows:
<http://www.ukba.homeoffice.gov.uk/sitecontent/documents/employersandsponsors/preventingillegalworking/>
- verification of the candidate's mental and physical fitness to carry out their work responsibilities
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempted), NPQH;
- A check of DFE Secretary of State prohibition orders (including Teaching and Management and Section 128 check where necessary) using Teacher Services' system (formally known as Employer Access Online);
- a check of the barred list and a satisfactory DBS Enhanced Disclosure
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- satisfactory completion of the probationary period.

If the person has lived or worked outside the UK, further checks must be made, further information can be found from Department for Education guidance on the employment of overseas-trained teachers and Home Office guidance on criminal record checks for overseas applicants.

14.2 The Principal of each Academy will follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

14.3 All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- recorded on each Academy's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

14.4 Where:

- the candidate is found to be on Barred list or prohibition list, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts must be reported to the police and/or the DfE Children's Safeguarding Operations Unit.

15. Post Appointment

15.1 There will be an induction programme for all staff, governors and other volunteers newly appointed to the Academy, regardless of previous experience.

15.2 All recruitment documents for non-selected candidates including application forms, selection notes etc. will be retained for six months (or 12 months or until seen by the UKBA in the case of the employment under the Certificate of Sponsorship scheme) before being securely disposed of.

16. Monitoring and review

The Board of Directors has agreed that this policy will be reviewed on a three-year basis. This review will take into consideration all aspects of applicable legislation and advice current at the time of the review. The next 'Period of Review' will be **November 2019**.

Pre-employment checklist	Initials	Date
Training: At least one member of the shortlisting and interview panel should have carried out the safer training		
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.		
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people (see Section 4.4)		
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.		
Shortlisting: Interview panel members should also shortlist the applications.		
References: References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.		
Invitation to Interview: Interview invitation letters must include relevant information and instructions		
Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.		
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:		
Identity: This should be verified on the day of interview and copied.		
Right to work in UK: This again should be verified on the day of interview and documentation copied.		
References: If not received and scrutinised prior to interview.		
Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied.		
DBS: An enhanced level DBS disclosure will be required.		
Barred List: This is either as part of the DBS disclosure check or a separate check can be made through Human Resources.		
Prohibition orders (teachers and those in senior management positions only): The candidate's details are checked on Employee Access Online Service		
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.		
QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS.		
Probation –The candidate will be subject to a 6 month probationary period if he/she is new to the Trust.		
Teachers Pensions – all teachers are automatically members of the scheme unless they have previously opted out (proof of this must be provided).		
Local Government pension – all support staff are automatically members of the scheme but have the right to opt out.		
Supply Teachers – All supply teachers must undergo the same checks as above – the Academy should check with Human Resources that this is the case.		
Volunteers – The above checks should be carried out on volunteers		