



The Athelstan Trust

Recruitment and Selection Policy

Date of Review	Approved by	Date of Approval	Next Review Date	Website
May 2018	Board	17/5/2018	May 2021	No

Introduction – The recruitment and selection procedure used at schools within the Trust:

- (i) recognises that staff are the Trust's most valuable resource;
- (ii) helps to attract well qualified and well motivated applicants for all vacancies;
- (iii) ensures all appointments are made on the basis of suitability to cope with the demands of the job;
- (iv) complies with the requirements of equal opportunities legislation;
- (v) is a fair and courteous experience for all applicants, internal and external.
- (vi) ensures safeguarding procedures are followed throughout

1. **Procedures for Appointments**

These procedures apply to all appointments for teaching and non-teaching staff.

1.1 **Advertising and Pre-Interview**

1.1.1 Each role in each school should have an up-to-date job description, and a personal specification outlining the essential skills, qualifications, experience and attitudes needed to meet the demands of the job.

1.1.2 The pay range for the post should be established, ensuring that the pay range reflects the level and responsibility for the post.

1.1.3 An advert is written that includes a statement that candidates must undergo a DBS check in line with safeguarding procedures along with

- (i) a job title and location
- (ii) a brief summary of the role and person specification
- (iii) the pay range
- (iv) terms and conditions including a statement regarding working in a Multi Academy Trust
- (v) a closing date and the action necessary to respond
- (vi) the school's equal opportunities statement
- (vii) the Safeguarding of Children statement
- (viii) the week commencing or date (if known) that the interviews will be held

1.1.4 An interview programme is devised that includes appropriate methods of assessment for the role being advertised, such as interviews and practical assessments

1.1.5 An advertisement, outlining the job, is placed electronically on the appropriate recruitment website for teaching positions and in local papers for support positions as well as on the school's website. For posts likely to attract new entrants to the teaching profession, direct contact with Teacher Training establishments may also be considered.

1.1.6 Applicants will be sent or can download a job application pack that includes:

- (i) an application form
- (ii) a job description
- (iii) a person specification
- (iv) a Disclosure and Barring Service (DBS) Declaration Form
- (v) a copy of the organisation's child protection/safeguarding policy
- (vi) a statement of the terms and conditions relating to the post
- (vii) staff Privacy Notice

1.1.7 The Trust will not accept CV's as applications, in line with our safeguarding procedures

1.1.8 Shortlisting for a teaching post will involve, as a minimum, the Head of Faculty or line manager, Headteacher and a Deputy Head or Assistant Head i/c recruitment. At least one member of the shortlisting panel should have undertaken the appropriate training on safer recruitment.



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- 1.1.9 Applicants are shortlisted for interview against the specifications and invited for interview. Normally, a maximum of 6 candidates will be invited for interview on one day. As normal procedure, internal candidates who meet the personal specifications will be shortlisted.
- 1.1.10 Shortlisted candidates will be asked to bring identification and original certificates of qualifications as part of the Trust's safeguarding procedures.
- 1.1.11 References should be taken up from two sources including a previous employer with a request for details about any disciplinary procedures, allegations and concerns relating to the safety and welfare of young people, as well as any sanctions applied and the outcomes of those.
- 1.1.12 References are made available to members of the panel before the interview wherever possible, in line with safeguarding procedures. This enables any issues of concern to be raised and explored further at interview.
- 1.2 Interview and other Selection Procedures**
- 1.2.1 All interviewees are given the opportunity to visit and tour the school and meet members of the staff during the day of the interview. Interviewees will not be given the opportunity to visit the school or meet staff prior to the day of the interview.
- 1.2.2 To ensure fairness and consistency internal candidates will take part in every element of the interview programme. They will not be expected to teach one of their own classes. Internal candidates will be judged on their performance on the day, in line with any external candidates.
- 1.2.3 Members of the interview panel should receive application forms and specifications beforehand. The interview panel should meet 30 minutes before the first interview to plan a questioning strategy for each candidate. The interview score grid and question bank will be used to support the decision making process.
- 1.2.4 During interviews each candidates should be asked the same core questions, but follow up questions can be asked wherever necessary.
- 1.2.5 As part of the Trust's safeguarding procedures the interview panel should explore the following:
- (i) the candidate's attitude towards children and young people
 - (ii) his or her ability to support the Trust's agenda for safeguarding and promoting the welfare of children
 - (iii) any gaps in the candidate's employment history
 - (iv) any concerns or discrepancies arising from the information provided by the candidate and/or referee

The panel should also ask the candidate if they wish to declare anything in light of the requirement for a DBS and barred list check.

- 1.2.6 At least one member of the interview and selection panel should have undertaken the appropriate training on safer recruitment.
- 1.2.7 Appointments can be made by a panel that does not include a Governor if one is not available.
- 1.3 Interviews for teaching staff**
- 1.3.1 should be for a minimum of 30 minutes in total and carried out by a panel, of no more than 4 members or by two panels of at least two members, comprising:
- One Governor (if available).
 - Headteacher (or Deputy Head or Assistant Head - in the case of the Headteacher's absence);
 - Head of Faculty/Department, for appointments within the faculty/department
- If a Head of Faculty is being recruited then the current Head of Faculty will not be involved in the interview day.
- 1.3.2 When recruiting for an internal TLR role, internal candidates will not normally be expected to teach a lesson. If there are less than three applicants then one shorter interview with the Headteacher, Head of Faculty and a governor (if available) is appropriate



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- 1.3.3 The selection panel must contain at least two members, of whom one should be a Governor and the other the Headteacher, a Deputy Headteacher or an Assistant Headteacher.

Internal and external candidates for teaching posts will be expected to teach a lesson and students will be used to help evaluate the lesson using the student response grid. Staff observing should fill in a lesson observation form and pass to the selection panel along with student responses.

1.4 Interviews for non-teaching staff

- 1.4.1 Should be for a minimum of 15 minutes and carried out by a panel, of no more than 4 members, comprising:

One Governor;

Headteacher (or Deputy in the case of the Headteacher's absence);

Business Manager (for all posts except Business Manager);

One other member of the teaching staff when relevant, e.g. a Head of Science for a laboratory technician, Head of Technology for a technology technician.

- 1.4.2 Preliminary selection for posts carried out by the Business Manager, a member of the leadership team, with a Head of Department when relevant. The Business Manager should have undertaken the appropriate training on safer recruitment.

- 1.4.3 The selection panel must contain at least two members, of whom one should be the appointed Governor (if available) and the other the Head/Deputy/Assistant or Business Manager.

- 1.4.4 After the last interview the panel assesses the candidates against the specifications and makes a decision (if necessary by majority vote).

1.5 Post Interview

- 1.5.1 Unsuccessful candidates are given the opportunity to discuss their interviews with a member of the panel. This can be done face to face or over the telephone.

- 1.5.2 All applications are treated as confidential and all papers are collected and retained by the school in a structured file. All documentation relating to interviews are kept for six months then destroyed in line with the Data Retention Policy.

- 1.5.3 An offer of employment will made be subject to the following:

- (i) Satisfactory identity and permission to work in the UK (if non EEA national) checks
- (ii) Two satisfactory references
- (iii) Satisfactory DBS and barred list checks
- (iv) Verification of candidate's medical fitness to operate in role, and any reasonable adjustments that are needed to support this in respect of any disabilities
- (v) Verification of qualifications
- (vi) Verification of professional registration status e.g. QTS, NPQH, HLTA
- (vii) For teaching posts – verification of statutory induction period served for those obtained QTS status after 7 May 1999
- (viii) For teaching posts – prohibition check with Secretary of State

Appointees should not start a post until all the appropriate checks have been carried out in order to ensure that children are safeguarded and that the individual is fit to undertake their role.

- 1.5.4 Travel expenses may be claimed for either the cheapest available rail fare, or the shortest distance by road. Any overnight accommodation, flights or other additional claims must be agreed in advance.

- 1.5.5 Expenses will not be paid to anyone who either withdraws from the process during the day or declines the offer of employment

- 1.5.6 Expenses claim forms must be completed on the day of interview and will not be considered retrospectively.

1.6 General

- 1.6.1 In certain circumstances, where time is short (i.e., near the deadlines for teachers' resignations) or in shortage subjects, the Headteacher can circumvent some procedures, but must consult the Chair of Governors before proceeding with the appointment.