



RECRUITMENT SELECTION POLICY & PROCEDURE

**SPRING COMMON ACADEMY TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

INTRODUCTION

- 1.1 The Governing Body is **committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.
- 1.3 The Governing Body will ensure that people are treated 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.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.

DELEGATION OF APPOINTMENTS AND CONSTITUTION OF APPOINTMENTS PANELS

- 2.1 The Governing Body delegates the power to offer employment for all posts below the level of *[Assistant Head] [Deputy Head] [insert as appropriate]* to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2 The Headteacher is expected to involve at least one Governor in the appointment of *[all staff] [all teaching staff] [insert as appropriate]*.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition at least one member will have undertaken general recruitment or equalities training.

ADVERTISING

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

INFORMATION FOR APPLICANTS

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 An Application Form. CVs will not be accepted.

INTERVIEWS

- 6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:
 - 6.1.1 Briefing:

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.
 - 6.1.2 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 requirement of the job description and 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 protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also 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.
- 6.2 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

OFFER OF EMPLOYMENT BY THE SELECTION PANEL

- 7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate

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

PERSONNEL FILE AND SINGLE CENTRAL RECORD

- 8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school 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
- 8.2 The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#).

START OF EMPLOYMENT AND INDUCTION

- 9.1 The pre-employment checks listed in paragraph 7.1 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.
- 9.2 All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.
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Policy agreed on: 2016_____

Signed on behalf of the Trustees_____

Committee: _____

Author: _____

Review date (optional): _____

Website Y/N