

Brookland Junior School and Brookland Infant and Nursery School

Recruitment and Selection Policy and Procedure

Introduction

The Governing Body of Brookland Junior and Brookland Infant and Nursery School is **committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure suitably qualified and experienced staff are appointed to meet the school's human resource requirements and to deliver the School Development Plan.

The appointment of all employees at the school will be made on merit against the requirements of the relevant Person Specification and Job Description and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and the statutory guidance, *Safeguarding Children and Safer Recruitment in Education Settings* and the school's equal opportunities policy.

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.

The procedure for the appointment of the Headteacher or Deputy or Assistant Headteacher differs from that of other staff. The procedure is in Appendix 1.

1. Delegation of Appointments

The Governing Body delegates all support staff appointments and all teaching appointments below the level of Assistant Head/Deputy Head to the Headteacher.

- The Headteacher is expected to invite governor(s) to be part of the interview panel, as laid out in the Governing Body's committees' document, except where indicated below.
- Governors who wish to be considered for involvement will be encouraged to undertake recruitment selection training, including "Safer Recruitment" training, at the earliest opportunity.
- No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the school or governing body.
- The Headteacher may appoint alone but only for supply teachers, temporary staff and mealtime supervisors.

- The Headteacher may not delegate the final decision of appointment to any other senior manager or governor.

2. Advertisement of a vacancy

Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both sexes and all ethnic groups.

The Governors may decide to appoint internally after internal advertisement unless the post requires wider advertising.

In cases of internal advertisement the details will be posted, in writing, on the staff notice board giving at least 5 working days for applications to be made.

Provided that, after the Head Teacher has taken appropriate advice from the HR provider to the school, the Governors (in their absolute discretion) can decide not to advertise in exceptional circumstances.

3. Information for Applicants

All applicants for all vacant posts advertised internally or externally will be provided with:

- 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 indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.
- An LA Application Form, which includes:
 - Reference to the school's policy on Equality and Diversity.
- Information about the School 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.
- Reference to the legislation concerning the Protection of Children and a copy of the school's safe recruitment policy statement Appendix 2
- 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.

4. Short Listing

- For all posts outside of the leadership group short listing will be the responsibility of the Headteacher, together with at least one member of the interview panel.
- The selection panel will take up two references on each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Headteacher or LA representative.
- 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 and disciplinary concerns or procedures.
- 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.

5. Interviews

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

- **It is a requirement that every panel includes a minimum of 1 member who has successfully completed the certificated 'Safer Recruitment' training.**

Briefing:

- All candidates will be given relevant information about the school 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 line of questioning to be followed and will ensure that the same basic questions are put to each candidate. 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 sex, marital status, sexual orientation, race, religious belief, disability or age will be asked.
- The interview will also deal with the issues of child protection with each candidate.
- Questions arising from the applicant's application e.g. gaps in time, queries about statements made, requests for elucidation can be made as long as they do not breach the school's commitment to equality of opportunity.
- Before the interviews the Headteacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews.
- The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for six months; after that time they will be destroyed.
- Before the interviews the Headteacher, in consultation with the governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.
- Lesson observation, observation of an applicant working with a class/ group or individual child, practical or written tasks may all form part of the interview process as appropriate to the post being offered.

6. Offer of Appointment by the Selection Panel

The offer of appointment by the selection panel is binding on both parties subject to all relevant pre-employment checks relevant to the post and 2 satisfactory references.

7. Data Protection and Safeguarding

All data provided and recorded during the selection process will be stored and processed in accordance with our GDPR Data Protection Policy. (See privacy notice and policy on our website for more information)

APPENDIX I

The Selection and Appointment of the Headteacher or a Deputy Headteacher or an Assistant Headteacher

- The Governors will notify the LA of any vacancy for the Headteacher or Deputy Headteacher.
- The Governing Body will appoint a Selection Panel. The Governing Body will **not** delegate the power of appointment for Headteacher, only the selection process.
- The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.
- The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. In the case of an Assistant Headteacher vacancy the Governing Body may decide that it will not be advertised nationally. All applicants will receive the information set out in paragraph 3 of the Governing Body's policy (see above).
- The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Head or Deputy Headteacher appointment, if it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the Selection Panel will be approved by a meeting of the Governing Body, which must be quorate. The Selection Panel may make a decision about the appointment of an Assistant Headteacher without recommendation to the Governing Body.
- If the Governing Body approves the recommended candidate for a Head or Deputy Headteacher appointment, the applicant will be offered appointment subject to staff qualification requirement, medical, DBS Disclosure check and references. A decision by the Selection Panel regarding the appointment of an Assistant Headteacher will also be subject to staff qualification requirement, medical, DBS Disclosure check and references.
- If the Selection Panel cannot agree or Governing Body does not approve the recommendation then the Governors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.

This policy and procedure statement is Appendix 2 within the Recruitment and Selection Policy:

Brookland Junior School and Brookland Infant and Nursery School **Safer Recruitment Policy**

Brookland Junior and Infant and Nursery School is committed to safeguarding and protecting the welfare of children as its highest priority.

This commitment to robust recruitment, selection and induction procedures and practice extends to individuals, organisations and services linked to the school.

We will:

- Ensure all appointments will be subject to the Enhanced Disclosure (DBS check) regime and ISA (Independent Safeguarding Authority) registration once applicable.
- Use Local Authority approved application forms.
- State the school's commitment to safeguarding in advertisements and communications with prospective candidates.
- Check IDs and professional qualifications on interview.
- Seek 2 appropriate, written and signed references for candidates.
- Scrutinise application forms for gaps, unexplained periods of time and seek verifiable explanation.
- Ensure that at least one member of each recruitment and selection panel has successfully completed appropriate Safer Recruitment training.
- Ensure interviews include safeguarding processes.
- Ensure that when a positive DBS check is received the judgements made are at the appropriate level and consistent.
- Ensure that the robust recruitment and selection processes used are communicated to all who provide services e.g. music tutors, sports coaches, contractors.

Enhanced DBS clearance is a requirement of any post meeting any one of the following criteria:

- Has unsupervised access to children (regardless of regularity or duration).
- Has supervised access to children on a regular basis.
- Has substantial access to sensitive personal details relating to the care of children.

The criteria applies equally to all types of employment, whether or not an established post – permanent, temporary, casual, supply, volunteer/unpaid or self-employed.

If agencies are used, agency staff must be subject to the same checks as permanent staff. The Headteacher, delegated by administration staff, is responsible for obtaining confirmation from the agency that clearance has been obtained. Administration staff are required to check photo ID against the person. They also need to check the DBS number on DBS check matches the DBS number on the vetting checks from agency.

The criteria also applies to non-employment arrangements made by the Local Authority, such as School Governors, Elected Members, contractors.