

North Halifax Grammar School

Recruitment & Selection Policy



Approved by:	Full Governance Board
Date approved:	29 th November 2017
Next review:	Autumn Term 2019
Policy owner:	Personnel Officer

Rationale

The purpose of this policy is to establish the principle of fair and open recruitment and selection within North Halifax Grammar School Academy Trust and to ensure consistency and transparency in all aspects of the recruitment and selection process. All staff are required to follow the rules set out within this policy document.

Occasionally there may be times when owing to short-term operational needs, exceptions may be made to the policy. All such cases should be approved by the Principal or the Chair of the Governance Board as appropriate.

Aims

Our Academy is only as good as the people within it. Recruitment of the right people is therefore critical to our success. This policy aims to ensure that when vacancies arise, we recruit the best people available to fill those posts.

Mindful of this overall aim, the Academy Trust also aims to ensure that:

- We comply fully with the Safer Recruitment practices as determined by the Department for Education and other Government bodies to ensure robust efforts are made to prevent unsuitable or unqualified persons from working with our students.
- Our recruitment processes are streamlined to ensure that good candidates are not deterred or do not find alternative opportunities because of administrative delays.
- Recruitment costs are kept to a minimum consistent with our need to recruit the best people.
- Whilst accepting the need to be flexible and provide packages attractive enough to secure the recruitment of the best people, any such flexibility when used does not compromise our duty under our equality responsibilities.

All vacancies must have appropriate job descriptions and person specifications. Applicants for posts will be short-listed and selected according to their ability to meet the essential/desirable requirements of the person specifications and core duties of the job descriptions.

The Academy Trust is committed in all matters, and particularly in its role as an employer, to all the conditions laid down by equalities and non-discrimination legislation as contained within the Equal Opportunities policy and with particular reference to the Equality Act 2010. In this spirit we will seek to maximise the benefits inherent in the creation of a highly skilled and diverse work force drawn from all sectors of society.

Scope

This policy applies to the recruitment and selection of all staff at the Academy Trust.

All employees involved at any stage of the recruitment and selection of staff should be aware of and adhere to the contents of this policy and procedure.

Any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy and procedure. The Personnel Officer is responsible for providing such external parties with this policy.

Implementation

The process for filling a vacancy within the established staffing structure of the Academy can only begin with approval of the Principal.

The process for filling a vacancy should begin as early as possible (normally as soon as a resignation is received, a job move agreed, or within the last three months of a temporary contract, or when a new post is approved). Whilst recruitment to a vacancy created by the departure of a previous post-holder is a usual step, it should not be considered the automatic one until other options have been considered. These may involve:

- reorganising work distribution;
- increasing an existing employee's responsibilities;
- redesigning or automating job tasks;
- restructuring within the related area or department;

- redeployment;
- using secondment opportunities; or
- using a contractor/agency temporary staff for short-term assignments.

Personnel Officer

Within the Academy, the Personnel Officer is responsible for:

- ensuring that all recruiting managers are aware of the content of this policy;
- ensuring consistency of application throughout the Academy; and
- ensuring the provision of training and advice on the operation of the policy.

Job Description and Person Specification

Recruiting managers will be responsible for ensuring that Job Descriptions are prepared/reviewed outlining the duties and responsibilities of all roles, and a Person Specification for each post is prepared to outline the required characteristics, attributes, knowledge and experience of the ideal candidates.

Advertising

Adverts will be placed with the intention of maximising the relevant audience for the advertisement in the most cost effective medium. Online advertising will be used in preference to print advertising where it is deemed not to impact adversely on the likely audience for the advertisement. For certain specialist or hard to fill vacancies a recruitment agency or executive search agency may be used once approved by the Principal.

As part of the Academy Trust's commitment to equal opportunities in recruitment, advertisements will not be confined unjustifiably to those areas or publications which would exclude or disproportionately reduce the numbers of applications from particular minority groups.

The advertisement will clearly define the name of the Academy, job title, nature of the contract (permanent, fixed term etc.), salary or salary scale, working hours and closing date, and will include key job information including how and to whom to apply.

Applications

In order to maximise response, recruitment packs will be made available on the Academy Trust's website prior to any advertising going live. Packs will be made available by post or email for applicants upon request. The pack will include:

- Job description/Person specification.
- Application form.
- If by email, a link to the Academy Trust's website or if by post a copy of the Academy Trust's prospectus (teaching posts only).

Short listing and selection

The criteria for short listing and for selection will match those of the job and person specifications to ensure that the short listing and selection is carried out fairly and systematically.

The short-listing panel will identify how well applicants meet each of the essential criteria. Desirable criteria may then be used to reduce large numbers of applicants who appear to meet all the essential criteria. The shortlisting panel will then, where possible, create a short list of candidates to be called for interview.

All candidates called for interview will receive a formal invitation letter along with copies of the Academy Trust's Child Protection Policy and Procedures. They will also be advised of the need to bring evidence of their right to work in the UK.

Interviews

The appropriate assessment methods may include one or more of the following:

- structured interview(s); formal and informal;
- work simulations such as role plays or "in-tray" exercises;
- candidate group discussions;

- presentations or “teaching” simulations;
- guided tours with staff or students
- psychometric testing; and/or
- practical assessments (e.g. to assess technical capability).

Feedback from such activities will be given to the panel before formal interviews take place. In some cases, candidates might not be taken through to formal interviews if there is a clear gap between the performance of one of more candidates.

There should be a set format (including interview questions) for each candidate to ensure that all candidates have an equal opportunity to present themselves and so that responses at interview can be fairly compared.

The interview panel will typically be made up of:

- The Principal (or a nominated manager who is seen to be suitable to sit on the panel)
- A Governor (if this is appropriate to the level of the role)
- The recruiting manager (or a nominated person who is seen to be suitable to sit on the panel)

At least one member of the interview panel will have relevant and valid Safer Recruitment training.

Each candidate should be assessed on their own merits first before a comparison of ratings and candidates is undertaken.

The interview panel should be mindful that interview notes may be requested by candidates after the process is complete. Suitable notes may also be needed for the giving of feedback. All notes must be returned to the Personnel Officer.

The Academy must retain all interview notes for 6 months from the date of the interviews.

Teaching Qualifications

It is the Academy Trust’s standard that all permanent teaching staff hold QTS. Anyone recruited to a permanent teaching role as an unqualified teacher, or as a teacher qualified overseas, will be expected to obtain QTS within 12 months of their employment commencing.

References

References will be taken up in advance of the interview process. One reference must be from the candidate’s last place of employment or study, whichever is most relevant. In cases where both references have not been obtained, an offer of employment may be made subject to references until satisfactory references have been received. If the references received are not satisfactory or if references are not received within a reasonable period of time, then the offer of employment will be withdrawn.

The Academy Trust reserves the right not to interview a candidate if satisfactory references have not been received by the interview day.

Notifying Successful Candidates

A member of the interview panel or the Personnel Officer will contact the successful candidate by telephone as soon as practicable after the interview. The offer of employment is conditional on the basis of satisfactory references, if not already received, DBS check and Occupational Health clearance if required.

Feedback for External Candidates

The unsuccessful candidates should be contacted by telephone by a member of the interview panel as soon as practicable. They should be offered the opportunity for feedback. Feedback to the candidate is generally by telephone only but if a request is put in writing it can be provided by email. The feedback will highlight the strengths and limitations regarding the interview, presentation, case study etc. Feedback will not generally be given immediately but unsuccessful candidates will be invited to call the school to get feedback approximately 1 week after interviews.

Feedback for Internal Candidates

Internal candidates should be offered the opportunity to receive feedback on the interview, presentation, case study etc. from a member of the interview panel. All feedback should be given on a planned and pre-

arranged basis and should be based on the criteria against which the candidate performed in comparison with other candidates.

Unsuccessful Recruitment Campaigns

Where a recruitment campaign has been unsuccessful, the Academy Trust may decide to:

- re-advertise the vacancy in a different publication or online job-board;
- approach recruitment agencies; or
- utilise a temporary agency worker.

On each occasion a campaign fails to recruit then the role advertised will be re-evaluated in terms of the scope of its duties, the salary offered, (or both) and the medium used to advertise the role.

Safeguarding of Appointments

The Academy Trust undertakes to comply fully with the Safer Recruitment practices as determined by the Department for Education and other Government bodies. These are in place so that robust efforts are made to prevent unsuitable or unqualified persons from working with children. These practices include the requirement for:

- proof of original certificates of qualifications to be provided;
- two relevant references to be obtained (one must be the current or most recent employer);
- proof of right to work in the UK to be provided;
- Disclosure and Barring Service (DBS) check – including enhanced checks where appropriate (see notes below) to be completed; and
- teachers will be checked against the Prohibited Teachers List and Section 128 list & EEA list (if appropriate).

Using the Disclosure and Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, the Academy Trust complies fully with the DBS Code of Practice. We undertake not to discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.

The Academy Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records.

All posts require Disclosure and Barring clearance and an application for this will be requested in the event of an individual being offered the position.

We encourage all applicants to declare details of their criminal record if any on their application form and, if called for interview, to provide further details to the Personnel Officer in writing. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows the Academy to ask questions about the applicant's entire criminal record, we only ask about unspent convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in the Academy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.

Following an offer of employment and up to the applicant's formal start date of employment applicants should disclose any criminal record or other offences which will be noted on their DBS application to the Personnel Officer.

At interview, or in a separate discussion following any offer of employment, we ensure that an open and measured discussion takes place on the subject of any offences or any other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment. Having a criminal record will not necessarily bar applicants from working in the Academy. This will depend on the nature of the position and the circumstances and background of the offence(s).

Equal Opportunities

The North Halifax Grammar School Academy Trust recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the Academy Trust's commitment to equality and diversity and the Academy undertakes to:

- provide and promote equality of opportunity in all areas of its work and activity;
- recognise and develop the diversity of skills and talents within its current and potential workforce;
- ensure that all staff members and prospective staff members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation; and
- promote good relations between individuals from different groups.

Applicants with Disabilities

The North Halifax Grammar School Academy Trust encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact the Academy's Personnel Officer to discuss in the first instance.

Data Protection

In order to comply with the Data Protection Act 1998, all personal data obtained in the course of the recruitment process (applications, references, interview notes, test scores, etc.) with the exception of data which is transferred to the appointee's personnel file, will be kept in a secure place for a period of six months, at the end of which time it will be securely destroyed.

Monitoring and Review of Policy

This policy will be reviewed every two years.

This policy is intended to meet the aims set out above, in summary that we recruit the best people, for the best value for money and ensure we meet all of our equalities duties. The policy will be evaluated on the basis of metrics designed to measure the extent to which these three broad aims are met.