



## **RECRUITMENT AND SELECTION POLICY**

**THIS POLICY SHOULD BE READ IN CONJUNCTION WITH THE  
ACCOMPANYING GUIDANCE**

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## **1. INTRODUCTION**

The Consortium Board of Trustees recognises that recruiting and retaining high quality staff is critical to the Trust's success. Successful appointments have a direct impact on the quality of teaching and learning. This policy and procedure provides information and resources for all stages of the recruitment and selection process, including safer recruitment practices and the regulatory requirements around the appointment of Consortium staff.

Throughout recruitment and selection processes, Consortium schools and other provisions should be mindful of their responsibilities under equalities legislation, ensuring their practices are not discriminatory and consider reasonable adjustments related to disability. Guidance on equal opportunities, equal pay, discrimination in employment and employment and disability is provided in the Single Equality Scheme Policy and guidance document.

### **1.1 Staffing structure**

The Consortium central team and every individual Consortium school / provision should have a staffing structure agreed by the Finance and Resources Committee of the Board of Trustees. The staffing structure should be reviewed periodically to ensure that it makes effective use of staffing resources and whenever it is proposed to make significant changes. The structure should specify lines of management accountability and levels of responsibility for each post and should link explicitly to the Consortium pay policy.

All recruitment should be to a post in the staffing structure, following a review of the post by the appropriate level of management and consideration as to whether it is necessary to fill the vacancy at all, or whether the post should be changed in some way.

Those managing the recruitment process should ensure there is an up-to-date job description (setting out the duties and describing the context of the post) and person specification (setting out the qualifications, experience, etc, required to carry out the duties of the post) available and that these inform every stage of the recruitment and selection process. Example job descriptions and person specifications are available from the Consortium central team.

Locality Committees should also consider arrangements for CPD, career progression and succession planning and make recommendations to the Consortium Board via the Executive Leadership Team. This will help to ensure effective management of the long term recruitment and retention needs of the school / provision.

### **1.2 Safer Recruitment**

All Consortium schools / provisions will follow current statutory and DfE guidance on safer recruitment. An explicit statement about the organisation's commitment to safeguarding, child protection and promoting the welfare of children will be included at all stages in the recruitment process.

### **1.3 Delegation of responsibility for Recruitment and Selection**

Recruitment and selection decisions are delegated as follows:



Principal / CEO:	Consortium Board of Trustees
Central Leadership team appointments:	Principal/CEO / Board
Academy Head / Head of other provision:	Principal/CEO/Chair Trustees/Chair Locality Committee
Other school-based Leadership appointments:	Academy Head / Locality Committee

The CEO will not take any part in the arrangements for selecting his/her successor. Recruitment and selection for school based posts below Leadership level are further delegated to the relevant Academy Head or other Head of provision.

#### 1.4 Academy Head / Head of Provision appointments

When an Academy Head vacancy occurs the CEO will:

- > As necessary, appoint a member of staff to carry out the functions of the post pending the appointment of a permanent incumbent.
- > Review the salary range attached to the post.
- > Establish a selection panel. The panel must consist of at least three individuals, including the CEO/Principal, Chair of Trustees and Chair of the Locality Committee.
- > Advertise the post in an appropriate manner. Any decision not to advertise will only be taken where the Board of Trustees can demonstrate there is a good reason not to advertise. All decisions will be fully documented.

The selection panel must make a recommendation that is endorsed by a full meeting of the Board of Trustees. The above procedures also apply to appointments of Deputy Headships, except that the Academy Head / Head of provision must be consulted about the appointment and involved in the appointment procedure.

## 2. RECRUITMENT AND SELECTION

### 2.1 Information for Candidates:

Full and clear information should be provided for candidates on:

- > The School / Provision and its current priorities/challenges
- > Some of the benefits of living and working in the area
- > Expectations for the post, including a detailed job description
- > The likely skills and abilities of the successful candidate, usually detailed in a person specification
- > Salary arrangements, including any other allowance, payment or recruitment incentive that may be part of the rewards package
- > The Consortium commitment to safeguarding and child protection
- > Where candidates can find more information and how to apply, with all the relevant information in an easily accessible place.



## 2.2 Advertising

All permanent vacancies and temporary vacancies for longer than one year, should be advertised openly, both internally and externally.

## 2.3 Application Forms

All Consortium schools / provisions should always use the Trust's standard application form and ensure that candidates complete it properly and fully and sign the form. Applications made on-line and submitted electronically should be signed by the candidate at the interview.

The candidate's employment history should give precise dates of employment (i.e. day and month as well as year) so that any gaps in employment history cannot be disguised.

All records leading up to the appointment of a new member of staff will be retained for:

- > Unsuccessful candidate - 6 months after the date of appointment and then securely destroyed.
- > Successful candidate – Relevant information retained in staff file and all other information 6 months then securely destroyed.

## 3. SAFER RECRUITMENT AND PRE-EMPLOYMENT CHECKS

### 3.1 DfE Guidance

All staff colleagues in Consortium schools / provision should be familiar with the current version of DfE's current statutory guidance "Keeping children safe in education" (or subsequent updates) and its detailed advice on safer recruitment. Staff colleagues should also ensure that they remain familiar with any earlier DfE guidance.

### 3.2 Safer recruitment training

All Consortium schools / provisions are required to ensure that at least one member of any recruitment panel has received appropriate training in line with safeguarding guidance.

### 3.3 Pre-employment Checks

The following pre-employment must be undertaken for all Consortium central / school / other provision appointments:

1. Employment References  
Identity
2. DBS and Barred List
3. Disqualification under the Childcare Act 2006, where appropriate to the role
4. Teacher Prohibition and Section 128 Registers
5. Health
6. Right to work in the UK
7. If the person has lived or worked outside the UK, any further checks which the Principal/CEO / Academy Head / Head of provision considers necessary
8. Professional qualifications, as appropriate.



All Consortium schools / provisions should actively manage the progress of pre-employment checks to ensure that wherever practicable the checks have been completed before the applicant starts work. A checklist is provided in the accompanying guidance and schools / provisions should ensure that the outcomes of all checks are recorded in their Single Central Record (see section 3.13).

A thorough risk assessment, if necessary with the advice of the Consortium Trust's central administration team, should be undertaken when considering allowing an applicant to start work while any pre-employment checks remain outstanding and additional supervision may be necessary if this is agreed.

Written confirmation should be obtained from any employment agency that is used (for example, to obtain supply teachers) to ascertain that the agency has undertaken all necessary pre-employment checks.

### **3.4 Employment References**

References should always be sought on applicants for paid employment or volunteer posts, including, if possible, one from an applicant's current or most recent employer. Where an applicant has not been very long in their current or most recent post, the second reference should be from the previous employer.

If necessary, where there is a history of short employments, a further reference or references should be obtained from a previous employer(s), ensuring references always cover at least the five most recent years of employment. Employers' references should be provided by an authoritative source in the employer's organisation. References should be sought using a standard pro forma which asks referees for specific information about the candidate's suitability to work with children and young people.

References should be sought on all short-listed candidates, including internal ones, and should 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. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.

### **3.5 Identity**

All Consortium schools / provisions must verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available. Suitable documents are:

1. **Passport to confirm nationality;**
2. **Driving Licence to confirm Identity;**
3. **Bank Statement / Utility Bill to confirm residency;**

### **3.6 Disclosure and barring service (DBS checks)**

All Consortium employees are required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their pre-employment checks. All offers of employment will be conditional upon a satisfactory DBS disclosure.

A DBS certificate must be obtained from the candidate before a conditional offer of employment is made. A separate barred list check must be made if an individual is to start work in regulated activity before the DBS certificate is available.

A person may not be employed to work with children or young people if they are barred by the Disclosure and Barring Service, i.e. their name appears on DFE Barred List. In addition, information regarding convictions, cautions, reprimands or warnings provided as part of a DBS check may suggest that the person offered an appointment is unsuitable for that post.

Consortium schools / provisions should actively follow up on progress with applications. Once received, applicants must bring their DBS certificate into the Consortium school / provision to be checked, both in terms of contents and authenticity.

### **3.7 Disqualification under the Childcare Act 2006**

Under the Childcare (Disqualification) Regulations 2009, made under the Childcare Act 2006, individuals may be disqualified from providing certain early and later years childcare or being directly concerned with the management of that provision, where they are included in the Children's Barred List, have committed certain violent and sexual criminal offences or because of certain orders or determinations made in relation to the care of children, childcare and private fostering.

All Consortium schools / provisions are required to ensure relevant staff (including those undertaking training in Consortium schools / provisions (both salaried and unsalaried), casual workers and volunteers, are made aware of the legislation, including that they may be disqualified 'by association' where they live in the same household as a disqualified person or in a household in which a disqualified person is employed. Consortium schools / provisions must ensure they do not knowingly employ a person who is disqualified. See separate guidance for further information.

Where the legislation is relevant to the role, Consortium schools / provisions should ask applicants to complete a staff self-declaration form (see accompanying guidance) prior to commencing work. Advice on dealing with positive declarations is available from the Consortium central administration team.

### **3.8 Teacher Prohibition Order checks**

All Consortium schools / provisions are required to check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.

### **3.9 Section 128 checks**

All Consortium schools / provisions are required to check for the existence of directions made by the Secretary of State under s.128 of the Education and Skills Act 2008 barring individuals from taking part in the management of an independent school.

### **3.10 Health**

Once a conditional offer of employment has been made, fitness for the post should be assessed through the Consortium occupational provider, normally via the completion of a Consortium Health Assessment Questionnaire.

Subject to the employer's duties under the Equality Act 2010 (i.e. to make reasonable adjustments) a person may not be appointed as a teacher or worker with young people (nor continue in that capacity) if he/she does not have the requisite health and mental and physical capacity.

### **3.11 Right to work in the UK**

Under the Immigration, Asylum and Nationality Act 2006 (or other relevant legislation post-Brexit), employers are required to verify an employee's right to work in the UK before employment begins.

### **3.12 Further checks if the person has lived or worked outside the UK**

Consortium schools / provisions should ask any candidate who has lived outside of the UK for more than 6 months in the past 5 years, to obtain a criminal record check from the country they lived in. This is commonly referred to as a 'Certificate of Good Conduct' but has many different names including Certificate of Clearance and Certificate of no Criminal Conviction. The candidate will need to obtain a Certificate of Good Conduct in addition to a DBS check.

### **3.13 Professional qualifications**

Consortium schools / provisions should inspect original or certified copies of all relevant professional qualifications described in the candidate's application form, particularly where these have been stated as 'essential' criteria on the person specification or the post.

## **4. SINGLE CENTRAL RECORD**

All Consortium schools / provisions must keep a single central record (SCR). The SCR must cover (but not restricted to) the following people:

- > All staff (including supply staff, and teacher trainees on salaried routes) who work at the school / provision.
- > Members of the Trust's Central team.
- > All Volunteers, including Trustees, Members and members of the Locality Committee.

The information that must be recorded in respect of staff members (including teacher trainees on salaried routes), is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained:

- > An identity check;
- > A barred list check;
- > An enhanced DBS check/certificate;
- > A prohibition from Teaching check;
- > Further checks on people living or working outside the UK;
- > A check of professional qualifications;
- > A check to establish the person's right to work in the United Kingdom.
- > References;
- > Disqualification under the Childcare Act 2006, where relevant to the role;





> [Health;](#)

For agency supply staff, all Consortium schools / provisions should also include whether written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of agency supply staff, and the date that confirmation for received.

## **5. THE SELECTION PROCESS**

### **5.1 Shortlisting**

The person specification for the post should detail all of the essential and desirable criteria against which the final appointment decision will be made. Before short-listing, the recruiting manager(s) should identify those criteria that can/will be assessed from the application form and those that will be assessed during the later stages of the selection process.

### **5.2 Interviews**

All Consortium schools / provisions should conduct a formal interview for all appointments, even if there is only one candidate. Internal applicants should be subjected to exactly the same procedure as external applicants. The interview process should be compliant with Safer Recruitment practices (see accompanying guidance).

## **6. APPOINTMENT AND FOLLOW UP**

### **6.1 The appointment decision**

The recruiting manager may make a provisional and conditional offer of appointment to the preferred candidate on behalf of the Board of Trustees/Locality Committee. The preferred candidate should be given a verbal offer if the pre-employment checks are not yet complete. The preferred candidate should be asked to give a verbal acceptance of the offer.

A conditional offer of employment should be confirmed in writing by the Principal/CEO / Academy Head / provision as appropriate, once completion of all necessary employment checks have been received and then issue of full terms and conditions of employment.

If no appointment is made for whatever reason the panel should decide whether a further selection process could be held on the basis of the applications already received or if the post should be re-advertised.

### **6.2 Feedback to candidates**

Feedback should normally be offered to all candidates, both successful and unsuccessful.



### **6.3 Actions following a conditional offer**

Unless current employment means this is not necessary, the school / provision should provide the successful candidate with a “Pre-employment Pack” (available from the Consortium central administration team) to ensure appropriate payroll and pension information is received/returned.

The school / provision should also notify the Trust’s HR transaction provider of the appointment through the completion of an HR-Form.

Consortium schools / provisions must actively manage the completion of all pre-employment checks prior to conditional offer is made.

### **6.4 Induction and probationary procedures**

All new external appointments to the Trust are subject to a probationary period, normally of 26 working weeks (see separate policy and procedure). During the probationary period, the employee will be supported through a structured induction programme.

## **7. ADDITIONAL REQUIREMENTS**

### **7.1 Internally promoted posts**

There may be occasions when the Consortium Trustees and/or leadership teams wish to consider an internal promotion without first advertising externally.

### **7.2 Temporary appointments**

Any teaching appointment for more than four months should be made according to the Consortium full appointment procedure. Where the post is for less than four months a simpler process is available; posts do not need to be advertised, nor formal interviews arranged. However, all appointments should be subject to an interview process and the KCSiE statutory guidance should still be followed. Pre-employment checks are still required and any offer of appointment must therefore be made subject to these requirements.

### **7.3 Teaching Qualifications**

Newly qualified teachers must complete an induction period of three school terms in order to remain eligible for employment as a teacher in a Consortium school / provision. Consortium schools / provisions must to provide the necessary monitoring, support and assessment for the NQT induction period.

Employment of teachers from within the EU/EEA Member States and other overseas trained teachers should be undertaken with reference to the accompanying guidance, which will be updated if necessary post-Brexit). For further information, contact the Consortium central administration team. A person with QTLS status and membership of the IfL will automatically be recognised as a qualified teacher in all Consortium schools / provision.



## 8. DATA PROTECTION

Applicants' personal details provided in application forms and all other documents relating to their application for employment will normally be retained for a period of three months' before being shredded (paper documents) or permanently erased (electronic files). Applicant's personal data will not be shared with any third parties without applicants' prior specific consent being given.

**This policy and procedure is non-contractual and may be updated from time to time following consultation through the Trust's JCNC arrangements.**

## **Document Control**

### **Changes History:**

Version	Date	Amended By	Details of Change
1	April 2019	Joy Kent	Creation
2	January 2020	Liz Frere-Smith	Correction of dates and Titles
3	May 2020	Liz Frere-Smith	Amendment 3.10 Health Correction 6.10 Appointment

### **Approval:**

Name	Job Title	Signed	Date
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	05/04/19
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	25/04/19
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	02.07.2020
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	02.07.2020

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