

# TITUS SALT SCHOOL



## Recruitment and Selection



## 1.0 Rationale

The Governors and Head have a responsibility to ensure that the school is staffed to ensure appropriate curriculum delivery within budgetary constraints, to enable it to operate successfully and to fulfil its aims. The process of appointing members of staff is therefore a crucial one; it is vital that it is clear, transparent, thorough and fair and that it operates effectively.

Successful recruitment is all about finding people with the necessary skills and qualifications to contribute to and meet the aims of the organisation. Every employer has a legal responsibility to avoid discrimination on the grounds of age, sex, race, disability, sexual orientation, religion or belief.

Titus Salt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## 2.0 Objectives

- 1 To ensure that, following a robust procedure, the best candidate for the job, irrespective of race, gender, marital status, sexual orientation, age etc. is appointed.
- 2 To ensure that the school meets its statutory obligations by making sure all relevant legislation is adhered to.
- 3 To ensure that the processes of advertising and appointing are open, fair and in accordance with equal opportunities policies.
- 4 To ensure that all applicants, interviewees and appointees are fully informed of all relevant details of the post.
- 5 To ensure that the recruitment process safeguards and promotes the welfare of children and young people

## 3.0 Planning

Establish there is a vacancy and decide upon the timetable to fill the vacancy.

Analyse the requirements and the purpose of the vacancy, and review against the Teaching and Learning Responsibility (TLR) and re-modelling structure.

Review and complete the following documentation:

- **Job Description**  
To provide potential candidates with information about the purpose, main tasks and scope of the job.
- **Person Specification**  
Essential and desirable criteria required for the role in terms of skills, aptitudes and knowledge.

## 4.0 Attracting and Managing Applications

Create an effective advertisement and information pack to portray a good impression and give enough information to attract suitable candidates and deter unsuitable ones. The post can be advertised internally and externally.

- Advert to be created to attract suitable candidates (note it is generally expected that headteacher and deputy headteacher vacancies will be advertised nationally).



- Include a reference to the safeguarding policy, the need for the successful applicant to have an enhanced DBS check and proof of eligibility to work in the UK and that all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.
- Include a salary scale and whether Term Time Only (TTO), pro rata etc.
- Application forms sent out, collected and copied for panel.

## **5.0 Shortlisting**

The Head (or member of staff designated), together with appropriate members of staff from relevant departments, will check the applications. The application form will be assessed against the job description and person specification (using the essential and desirable criteria).

A shortlist will be drawn up from this. This process will involve members of staff (one of whom will be a member of SLT), governors and the LA representative, where appropriate. A decision will be made whether to ask for references at this point or appoint subject to references.

Candidates will be invited for interview by the headteacher.

## **6.0 Constitution of interview panel**

The membership of the panel, to include a minimum of 2 selectors but no more than 4, one of whom should be a governor, where possible. One member of the panel must have successfully completed a nationally recognised 'safer recruitment' course.

## **7.0 Interviews**

Interviews will proceed once the shortlist has been agreed by the interview panel. Prior to the interview the panel will decide what lesson observations, tests, presentations, exercises will be needed and agree areas of questioning for each panel member at the interview.

Candidates will be required to complete a self-disclosure form and return it to school, prior to their interview, in a sealed envelope. The envelope will only be opened once the candidate has been selected. The envelopes for unsuccessful candidates will be destroyed.

Candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS and the Right to Work in the UK requirements. These include one to verify name i.e. passport, birth certificate, one to verify date of birth i.e. driving licence, birth certificate and one to verify current address i.e. bank statement, utility bill (less than 3 months old) or Council Tax bill which is valid for one year. Candidates should also be asked to bring documents confirming any educational and professional qualifications that are relevant for the post

The interview day will normally involve a familiarisation visit

- To look round the building and specialist facilities
- To meet appropriate colleagues and students



- To be given additional information and an opportunity to ask preliminary questions.

The candidates should be welcomed and refreshments arranged. The interview room/s should be organised to look welcoming and comfortable. During the interview there should be no interruptions, including telephone calls.

As far as possible, the same questions should be put to all the candidates in order to avoid treating one candidate less favourably than another. Leading or discriminatory questions should not be asked. However, it is possible to ask supplementary questions of the candidates which will be specific to individuals. No comments should be made by panel members regarding individuals. **All candidates should be made aware that the post is subject to an enhanced DBS disclosure.**

Notes on each candidate should be kept by the school's Human Resources department for a period of 6 months. Discussion should not take place regarding individual candidates until all interviews have finished.

The panel decides how candidates will be informed of the appointment decision. If the panel wishes candidates to leave directly after the interview, candidates need to be told when the decision will be made and how they will be informed.

## 8.0 Appointment

The Chair of the interviewing panel should be elected by the panel. When agreement to appoint is reached by majority, the chosen candidate will be offered the post. The Chair of the panel having a casting vote.

The final decision must be based on the job description and person specification using agreed criteria and defining the standards required to perform the job. The school will record reasons for rejection based on the person specification requirements. All selection assessment records should be handed to the Chair of the panel.

The school regards a verbal agreement as binding on all parties. The Head will confirm the appointment by letter, conditional on satisfactory references and DBS clearance. A starting date is arranged when the conditional offer of employment is made.

Once satisfactory references and DBS clearance have been received the school will produce a formal written contract incorporating the terms and conditions of employment. The Governors' Leadership & Management Committee will be informed of the result of every appointment.

## 9.0 Feedback to Candidates

All short listed candidates should be told of the outcome of their interview, and any unsuccessful applicants seeking information about why they were not selected, should be given honest and thorough feedback about their application at the earliest convenience.



To ensure consistency, one member of the interview panel should be designated to give such feedback. There should be an agreed message determined at the end of the selection process' final decision.

Successful candidates will be invited to visit the school prior to taking up the post to familiarise themselves with their areas of work.

### Additional Notes/Information

1. Special Circumstances.  
There may be occasions where the school needs to act quickly to ensure that there is no shortfall in staffing or that a very able candidate is not lost whilst repeating the advertisement process. The Head must meet with the Chair, Vice Chair and Chair of Leadership and Management and agree that action is needed and then taken. When this course of events takes place the Head will report the action taken at the next Leadership and Management Committee.
2. When additional assistance is required within a department, increases in the time of existing part-time staff members (appointed via the usual procedures) up to a limit of 0.5 may be made without full consultation and procedures being followed. The same applies in the case of short-term temporary appointments.
3. Increased Responsibilities  
Opportunities may arise to offer staff members already in post additional responsibilities during the course of an academic year on a temporary basis. The Head will inform the Leadership and Management Committee of the vacancy. Where there could be more than one candidate, the post will be advertised internally and where more than one candidate applies interviews will be held.
4. Internal Promotions  
Internal promotions will be advertised on the staffroom notice board or to the relevant faculty/department. The procedures will be the same as for external appointments, except there will be no need for identity checks, school tours etc.
5. Interview Arrangements
  - The school's policy is that interviews are a two-way process.
  - All candidates will be given an opportunity to look around the school and to meet members of staff and students.
  - Interviews will take place within the context of the Pact HR Recruitment and Selection Guidance and the school's equal opportunities policy.
  - Interview panels will be organised by Head, a member of SLT or the HR Manager.
6. Declaration of interest can be decided upon by the Governing Body. This is particularly important when internal appointments are being considered.
7. Assimilation should be considered case by case on its own merits and brought to the Leadership and Management Committee.

**Review Date: March 2024**