



Recruitment & Selection Policy

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Review Date	June 2019

“Learning together; to be the best we can be”

1. Introduction

- 1.1. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Nexus Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- 1.2. This recruitment and selection policy has been produced in line with DfE guidance "Keeping Children Safe in Education" (May 2016) and best practice guidance in other education settings.

2. Aim:

- 2.1. This policy and the following procedures ensure that:
 - the recruitment of all staff, permanent, temporary, fixed term contracted or supply, is conducted in a fair, effective and economic manner;
 - equal opportunities legislation is adhered to and that any candidates are not discriminated against;
 - the most cost effective use is made of any resources used in the recruitment and selection process; and
 - children and young people that are part of our schools' communities are safeguarded from harm.

3. Scope

- 3.1. Nexus Multi Academy Trust aims to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust and its constituent schools and services; therefore, the recruitment process should be a positive experience for all.
- 3.2. The procedures supporting this policy outline the process that will be followed when recruiting any staff.

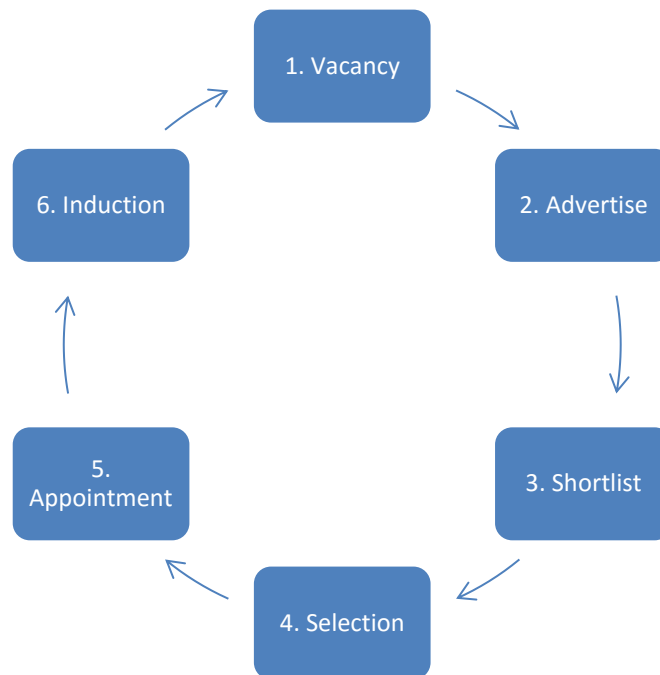
- 3.3. The Chief Executive Officer has ultimate responsibility for the recruitment of employees in the Trust, and is accountable for the effectiveness of this to the Trust Board.
- 3.4. The Chief Executive Officer will work in partnership with Directors and Local Governing Bodies when appointing Headteachers and/or members of the Senior Leadership Team.
- 3.5. However, recruitment of all other staff is delegated to the Headteacher, who will configure the selection panel and process as they see fit.
- 3.6. All schools in Nexus Multi Academy Trust opens their doors to volunteers and people that would like experiencing working in a Special Educational Needs setting.
- 3.7. These individuals can generally help within the classroom and improve the experience of our children and young people.
- 3.8. All volunteers must complete an enhanced DBS disclosure form if they have regular contact with children or young people. Regular contact is described as 3 or more times in a 30 day period.

4. Recruitment and Selection Procedures

- 4.1. Appendix One shows the process that should be followed when recruiting staff. It highlights who needs to be involved, at which stage and how long the process should take. The following paragraphs highlight important features of the recruitment and selection process, and 4.3 onwards outlines the specific approach for specific employment opportunities.
 - 4.1.1. Any post should be advertised, as a minimum, on the Trust and schools websites. However, in some cases, where the Headteacher and Chief Executive Officer agree, a ring-fenced process may be utilised whereby a vacancy is offered to a specific cohort of staff e.g. if there is a requirement for an acting arrangement to cover short term sickness in a school's senior leadership team, the vacancy may be ring-fenced to teachers with a TLR.

4.1.2. In all cases, Headteachers must seek the advice of Trust’s Human Resources advisor and agreement of the Chief Executive Officer.

4.2. Recruitment and selection cycle



4.3. Internal vacancies

4.3.1. Where the Trust chooses to advertise a post internally, applications received from existing staff employed by the Trust should be considered strictly in accordance with the recruitment and selection process.

4.3.2. Internal applicants should be advised that all applicants will be selected for interview based on the quality of their applications and how well they have demonstrated they meet the requirements of the person specification. Where internal applicants seek advice about completion of an application, they are advised to complete the application in full, including the request for two referees. They are advised to seek help from senior colleagues in school for help with their application, but this cannot be a member of the shortlisting or interview panel.

4.4. External applicants

- 4.4.1. Any applications received from external applicants should be considered strictly in accordance with the recruitment and selection process.
- 4.4.2. External applicants should have the opportunity to have the same access to information about a role as any internal applicant. All applicants will be selected for interview based on the quality of their applications and how well they have demonstrated they meet the requirements of the person specification.
- 4.4.3. Where external applicants seek advice about completion of an application, they are advised to complete the application in full, including the request for two referees. External applicants can seek help can advice from senior colleagues in school, but this cannot be a member of the shortlisting or interview panel. All school staff offering help and advice should do so with an external candidate in the same way they would be an internal one.
- 4.4.4. External candidates should be encouraged to visit a school or site before applying for a role, and every effort should be made by the Headteacher to facilitate this.

4.5. Short Term Contracts

- 4.5.1. The recruitment and selection procedures will apply in all cases. Staff employed on fixed term or temporary contracts receive the full conditions of service of permanent employees. Teachers receive the pay and conditions outlined in the School Teachers' Pay and Conditions Document (STPCD). Officers are subject to the nationally and locally negotiated conditions of service. Teachers may be employed on an enhanced daily supply rate representing 1/195th of their salary or on a term-by-term basis.

4.6. Temporary Contracts

4.6.1. Temporary contracts are used in circumstances where the job is for a limited duration but where the exact date is not certain, e.g. to cover for maternity leave. Temporary contracts must clearly state the reason for their temporary duration, and the event that will bring them to an end, e.g. the return to work of the employee after maternity leave.

4.7. Fixed Term Contracts

4.7.1. Fixed Term contracts differ from temporary contracts in that it is agreed at the outset that the contract will end on a specific date, e.g. where funding for the job is provided for a specified period, or to undertake a specific task within a specified timescale. The reason for the fixed term should be clearly stated in the contract of employment. On expiry there can be no breach of contract claim, but claims for unfair dismissal and redundancy can be made. Employees must not be treated less favourably because they are employed on a fixed term contract.

4.8. Safeguarding

4.8.1. On documentation such as publicity or advertising materials, candidate information packs, letters of application and induction packs or training, the following Safeguarding statement will always be highlighted:

Nexus Multi Academy Trust School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

4.8.2. On all selection panels, it is necessary for at least one person to have successfully completed the Safer Recruitment Training. A copy of all training certificates are kept with the school's Designated Safeguarding Lead. It is good practice to refresh this training every 5 years although it is not a requirement.

4.8.3. It is necessary for these members of staff to shortlist as per the training that they have received and the procedures outlined in this policy.

4.8.4. All schools are required to maintain a single central record of the recruitment checks for all staff who are employed to work at the school and have regular contact with children and any employees that have been appointed since 12 May 2006, whatever level of contact they have with children; all staff employed as supply staff to the school whether employed directly by the school or local authority or through an agency and have regular contact with children all others who work at the school who have regular contact with children (this will cover volunteers, Governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or other experience for pupils but who are not staff members e.g. a specialist sports coach or artist).

4.8.5. The record must indicate whether or not the following have been completed:

- An identity check
- A barred list check
- An enhanced DBS check
- 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 UK

5. Recruitment and selection procedure

5.1. Analysis of vacancy

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Rationale for post/vacancy based on SIP and current budget forecast			10 weeks prior to interview date
Determination of post details – Status – i.e. permanent, temporary Hours Rate of pay, cost implications		Information to admin to enable creation of job number.	
Development of job description <i>* to include Safeguarding statement</i>	Example / previous job description (1)		
Development of person specification <i>* to include Safeguarding statement</i>	Example / previous person specification (2)		
Along with method of criteria and short listing requirements			

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Determination of Recruitment and Selection (R&S) Panel	<p>Governors can be invited to be part of any R&S panel.</p> <p>It is necessary for them to be members of the panel for the appointment of any Senior Leader. The CEO and a Director must be present at Head Teacher appointments.</p>		9 weeks prior to interview date
Complete R&S timeline	Example timeline		

5.2. Advertise

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Create advert <i>* to include Safeguarding statement, and appointee is subject to an Enhanced DBS check</i>	Example / previous advert, inclusive of mandatory statements. (3)		
Headteacher to decide on methods of advertising		Discuss with HR & Finance Officer options and cost implications and ask to action. Any internal or ring-fenced advert to be agreed with the CEO.	Advertise 6-3 weeks prior to interview date
Prepare application pack; to always consist of: Job description* Person specification Covering letter* Application form Guidance on completing application form Child Protection Policy <i>* to include Safeguarding statement</i>	Example covering letter with mandatory statements. The standard Trust Application Form is to be used, and includes a common set of core data from all applicants. (4)	Action by admin team in partnership with HR provider Admin team to receive and collate necessary paperwork for short listing process.	

5.3. Shortlist

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Create candidate packs for panel		Admin to action	Closing date
Complete shortlisting matrix for each candidate, ensuring that the panel looks for gaps in employment.	Shortlisting template pro forma		2 weeks prior to interview date
Inform successful candidates Send successful candidates a DBS form and ask them to complete and bring it to their interview with copies of relevant ID documents.	Example letter including information to candidates on the necessary paperwork that is needed at the interview (5)	Admin to action	
Inform unsuccessful candidates and offer feedback	Example letter (6)	Admin to action	
Agree selection process: Interview questions Decide venue and arrangements Practical organisation of day Request references (The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. References will be sought before the interview so that any issues can be raised)	Example interview questions, ensuring that mandatory questions are included and a direct question on Safeguarding. (7) Example letter (8)	Admin to arrange for interview day Admin to action Admin to action	

5.4. Selection

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Circulate questions and recording form to panel	Pro forma including 4 point recording scale (7)	Admin to create pro forma	Interview date
Meet and greet candidates	It is necessary at this point to copy any necessary paperwork including ID documentation and qualifications.		
Tour of the school	Possible to use 'Tour Guide' to judge candidates		
Brief the panel			
Introduction / briefing to each candidate	Example 'blurb'		
Interview	<p>The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate. The interview panel will consist of a minimum of 2; ideally this should be 3 or an odd number. A member of the panel will have successfully completed Safer Recruitment training.</p> <p>Ensure that a question relating to Safeguarding is asked at the interview, example questions are available.</p>		

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Review assessments and include reference information			
Make selection			
Inform successful candidate/s			
Inform unsuccessful candidates and offer feedback at a later and convenient time			

5.5. Appointment

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
Agree start date and confirm conditional appointment in writing	Example letter (9)	Admin to action	At latest, 1 week after interview date
Pass all documents and paperwork to admin	Conditional offer subject to references, verification of identity, eligibility to work in UK, verification of medical fitness and verification of qualifications including any professional status i.e. GTC registration, QTS, NPQH, satisfactory DBS check and all will be subject to a 6 month probationary period. To also check if any reasonable adjustments are required or any if there is anything that would stop attendance at work in line with requirements of the post or that would impact on your job performance e.g. health problems or impending legal action?	<ul style="list-style-type: none"> Complete pre-employment checks Complete verification form Request Enhanced DBS Update Central Record Destroy / archive appropriate paperwork (unsuccessful applications and paperwork after 6 months) 	

5.6. Induction

Actions:	Further Guidance / Support:	Business Admin Functions:	Timeline:
<p>First day at work, new employee meets with key staff e.g. XEO, Headteacher, ST, School Business Manager etc.</p> <p>New employee begins probationary period</p>	<p>Introduction to School/site:</p> <ul style="list-style-type: none"> Map of Building Door codes Break entitlement Rest room facilities Introduction to 'buddy' 		<p>Start date</p>
<p>Each week, new employee to attend induction meeting</p>			
<p>Probationary period reviews take place after 1 month, 3 months and 6 months.</p>			