



## **Recruitment & Selection Policy**

### **1. Terms of Reference**

1.1 For all academies and schools in Cotswold Beacon Academy Trust (CBAT)

1.2 Definitions:

“Headteacher” also refers to any other title used to identify the Headteacher, where appropriate, or other senior manager delegated to deal with the matter by the Headteacher.

“Governing Body” refers to the Local Governing Body of the academy school who are responsible for implementing the policy within their setting. The Governing Body may refer to the Trustees if appropriate

“Academy school” refers to any academy or school within Cotswold Beacon Academy Trust (CBAT).

### **2. Summary**

This Recruitment and Selection Policy has been produced in line with the provisions of Employment Law and [Keeping Children Safe in Education](#). This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

### **3. Recruitment and Selection Policy Statement**

The Cotswold Beacon Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The Trust is committed to attracting, selecting and retaining employees who will successfully and positively contribute to the provision of an excellent educational experience for its students. A motivated and committed workforce with appropriate knowledge, skills, experience and aptitude to do the job is critical to the Trust’s performance and fundamental to the delivery of a high quality provision.

### **4. Purpose**

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and efficient manner.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

### **5. Scope**

This policy applies to all the Trust employees, governors and trustees responsible for and involved in recruitment and selection of all staff.

The responsibility for recruitment and selection of the Chief Executive Officer (CEO) and the Finance Director (FD) lies solely with the trustees. The responsibility for recruitment and selection of each academy school Headteacher also lies with the trustees but where appropriate will involve academy school governor representation and take into account their recommendations. The trustees have delegated full responsibility for all other appointments of senior leaders (including academy school business managers) and teachers and support staff to the academy school Local Governing Bodies and Headteachers.

### **6. Aims and Objectives**

- To ensure that that best practice in the safeguarding and welfare of children and young people takes place at each stage of the process.

- To ensure a consistent and equitable approach to the appointment of all Trust staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds 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
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

## **7. Principles**

The following principles are encompassed in this policy:

- Providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- The job description and person specification are essential tools and will be used throughout the process.
- Applicants will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members but preferably with three or with a second separate interview contributing to the final decision. Selection will be based on a minimum of a completed application form, a shortlisting process and interview.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process.
- All posts will normally be advertised.
- Under the terms of the Equality Act 2010 there is a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.
- Candidates will normally be expected to spend supervised time with pupils in the relevant part of the academy school and in the case of teaching posts, will be expected to teach a lesson.
- Where only internal candidates (either CBAT or academy school specific – depending on the nature of the role) are invited to apply for posts, they will be asked to submit a letter detailing, in no more than two sides of A4, how they are able to meet the requirements of the job description and/or the person specification. The normal shortlisting and interview procedures for internal appointments will remain in place.

## **8. Safer Recruitment – Recruitment and Selection Training**

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process.

## **9. Pre-recruitment Process**

### **9.1 Objective**

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the Trust. The overall recruitment experience should be a positive one, even for candidates who are not successful.

Those responsible for recruiting will:

- Ensure that all applicants have a positive image of the Trust.
- Give all prospective candidates a clear understanding of the post and what will be expected of them should they be successful.
- Explain the recruitment process and its timescales clearly.
- Provide constructive feedback to unsuccessful candidates

## **9.2 Advertising**

For internal vacancies, staff will normally be advised of vacancies via email and/or a staff briefings. Internal vacancies may arise if there is a need to follow the redeployment process within the Trust to try to prevent redundancies, or where there is an area of additional responsibility which does not involve an increase in overall staffing.

External vacancies will be advertised on Eteach and the academy school and/or Trust website. Depending on the nature of the role, advertisements may also be placed on the Times Educational Supplement (TES) website, the Local Authority Website, local newspaper and any other recruitment medium appropriate for the type of role. Trust staff will be notified of external advertisements as appropriate

## **9.3 Application Form**

A standard application form will be used to obtain a common set of core data from all applicants (CVs are not accepted).

## **9.4 Job Description and Person Specification**

An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, may also be used.

## **9.5 References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. At least two references will always be sought and obtained directly from the named referees. There is an expectation that at least one reference will be from the candidate's current or most recent employer. Where the candidate is not currently employed in an educational setting, one reference should be provided from the most recent educational setting where this is possible.

References will be sought on all short listed candidates, including internal ones, and will be obtained 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. The references should be provided by a senior person with appropriate authority and not from a colleague.

Reference requests will ask the referee to confirm:

- The referee's relationship with the candidate;
- Details of the applicant's current post and salary;
- Performance history and conduct;
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- Details of any substantiated allegations or concerns relating to the safety and welfare of children;
- Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the academy school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. References should be sought from people who hold a position of authority over the candidate and not from a colleague in a similar position to their own. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

## **10. Interviews**

The interview will assess the merits of each candidate against the job description and person specification, 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.

### **10.1 Interview Panel**

A minimum of two interviewers will form the interviewing panel.

For the appointment of a Head of Department, Head of Key Stage or more senior member of staff, a governor should be part of the interview panel.

The members of the panel will:

- Have the necessary authority to make decisions about appointments;
- Be appropriately trained, (one member of interview panel will have undertaken Safer Recruitment Training). Agree before the interviews, those questions to be asked, by whom and in what order taking into account any issues emerging from the references or application form.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that there is adherence to equal opportunities principles.

## **11. Scope of the Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people and their understanding of child safeguarding issues;
- His/her ability to support the Trust's agenda for safeguarding and promoting the welfare of children;
- Any unexplained gaps in the candidate's employment history;
- Any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- If the candidate wishes to declare anything in light of the requirement for a DBS check.

If for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. However, it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

## **12. Conditional Offer of Appointment: Pre Appointment Checks**

An offer of appointment to the successful candidate will be conditional upon:

- The agreement of a mutually acceptable start date;
- The signing of a contract incorporating the Trust's standard terms and conditions of employment
- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness to undertake duties in accordance with the Job Description
- Verification of qualifications including original certificates

- Verification of professional status where required e.g., QTS status (unless properly exempted), NPQH;
- A satisfactory Disclosure & Barring Service (DBS) Enhanced Disclosure
- (for teaching posts) Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non-teaching posts) Satisfactory completion of the probationary period.

The Trust's Human Resources provider will liaise with the academy school in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks will be:

- Documented and retained on the personnel file (subject to certain restriction on the retention of information imposed by DBS regulations);
- Recorded on each academy school's single central register as appropriate; and,
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- The candidate is found to be on the DBS First or DBS Barred Lists (DBS Adults' or Children's Barred List) or the DBS Certificate shows s/he has been disqualified for working with children by a Court; or,
- An applicant has provided false information in, or in support of, his/her application; or,
- There are serious concerns about an applicant's suitability to work with children,

The academy school will liaise with its Human Resources provider and Gloucestershire Safeguarding Unit if this should be the case.

### **13. Post Appointment Induction**

There will be an induction programme for all staff newly appointed to the academy school, regardless of previous experience.