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**Oak Hill First School**

**Recruitment Policy Statement**

 **Date: Personnel Sub Committee**

 **Agreed: February 2018**

Oak Hill First School is committed to safeguarding children, young people and their families and our staff and volunteers.

The welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. Everything we do ensure the safety and wellbeing of the children and young people we work with, as well as that of children and young people in general.

We believe that for safeguarding and good practice to happen, we need staff and volunteers who are carefully selected, feel valued, encouraged and who are appropriately trained, managed and supported in their work. Oak Hill First School is committed to safer recruitment processes in order to achieve this.

As Regulated Activity, all staff are required to hold an Enhanced DBS certificate, including a check on the barred list for the children's workforce.

Post-holders are in a position of trust and therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Staff must self-disclose any convictions or cautions in line with DBS filtering rules at application stage and advise management of any subsequent charges during employment.

We strive to create an on-going safe work culture, where everyone is able to challenge and participate. We have clear whistle blowing and safeguarding procedures and a code of conduct in place in order to keep our staff and children safe. All staff, paid or unpaid, working with children and young people have a responsibility to report any concerns to the appropriate officer and will be supported in doing so. Any suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.

**Oak Hill First School**

**Safer Recruitment Policy**

**Ratified by Governors: Feb 2018**

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Oak Hill First School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. Oak Hill First School recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation or identity, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Oak Hill First School. It also sets out the minimum requirements to:

• attract the best possible applicants to vacancies;

• deter prospective applicants unsuitable for work with children;

• identify and reject applicants unsuitable for work with children.

**Practices**

The following procedures and practices are in place to ensure the safe recruitment of staff.

**Stage 1: Advertising and Inviting Applications (see Appendix 1, p8, 5.1)**

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All advertisements for all posts will clearly stipulate the stance adopted by Oak Hill First School by the inclusion of the following statement:

*“The Governors of Oak Hill First School are committed to safeguarding and promoting the welfare of*

*children and applicants must be willing to undergo child protection screening appropriate to the post,*

*including checks with past employers and the Disclosure and Barring Service”*

**Stage 2: Pre -Application Pack**

Prospective applicants are supplied with the following:

* Application Form – that includes a self-disclosure form; **(see Appendix 1, p8, 4.4)**
* Job description and Person Specification; **(see Appendix 1, p6, 4.2 & 4.3)**
* Safer Recruitment Policy;
* Safeguarding Children Policy.
* DBS Enhanced disclosure requirement
* Childcare (Disqualification) Regulations 2009 Staff Declaration form- to be completed and returned with the application form
* School information and prospectus;

All applicants must complete the application form in full.

**Stage 3 Applicant Selection/ Short-Listing (see Appendix 1, p10, 6)**

All applications received will be scrutinized in a systematic way by the short-listing panel and candidates deemed suitable for the post will be short-listed following consultation between the

SLT member leading the recruitment process and other relevant staff involved in the interview process. A standard Oak Hill First School template will be used to record the outcome of the initial sift of applicants for any post.

Where possible, references are taken up before the interview stage. However should a candidate progress to selection and interview stage prior to their receipt, satisfactory references will always be taken up prior to any appointment being made.

**Stage 4 Interview (see Appendix 1, p13, 9)**

Prior to embarking on the interview process and on point of arrival, candidates selected for interview

will have to provide:

* photographic proof of identity
* actual certificates of qualifications
* eligibility to live and work in the UK

The interview process will seek to assess candidates in terms of whether their appointment would be

in line with safer recruitment and fulfil the requirements of the post. A competency-based interview

will be conducted with evidence gathered against both the technical and behavioural competencies

that are most relevant for that post.

Significantly, in terms of safer recruitment practices, at least one representative involved in the interview process, will have successfully completed safer recruitment training and there will be at least one further interviewer present to watch the responses given by the applicant when asked probing safer recruitment interview questions. The template for the Safer Recruitment part of the interview process is included as an appendix and this both records the verification of identity and professional background and probes the motivations for working with children, their emotional maturity and values and ethics.

During the interview process candidates will always be required to:

* explain satisfactorily any gaps in employment or significant periods of time working or living abroad;
* explain satisfactorily any anomalies or discrepancies in the information available to the

interviewers;

* declare any information that is likely to appear on an Enhanced DBS disclosure;
* demonstrate their capacity to safeguard and protect the welfare of children and young people.

**Stage 4 – References (see Appendix 1, p11, 7)**

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references ‘To whom it may concern’ and so on will not be

accepted if they fail to include date evidence or are without obvious organisation authorisation.

In all cases where applicants are invited to interview, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such

exchanges and retained on the personnel file of the individual appointed. Furthermore, previous

employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies and again a detailed written note of such exchanges will be retained on the personnel file of the individual appointed.

**Stage 5 Successful Candidate (see Appendix 1, p12, 8)**

Pre Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the

following prior to taking up the post being undertaken:

* receipt of at least two satisfactory references;
* verification of the candidate’s identity;
* a satisfactory Enhanced DBS disclosure;
* a satisfactory check on QTS status and the DfE Prohibition Order list (for all staff backdated to April 2012).
* verification of qualifications;
* verification of professional status where required e.g. QTS status (unless

properly exempted);

* the production of evidence of the right to work in the UK if applicable.

**Stage 6 Employment Documentation (see Appendix 1, p17, 10)**

**Stage 7 Induction (see Appendix 1, p18, 11)**

All staff who are new to Oak Hill First School are required to undertake induction training in line with the Oak Hill First School Induction Policy. This will include the following:

* Health and Safety training induction.
* Safeguarding training.
* Safeguarding Children Policy, Code of Conduct and other related policies-checking these have been read and understood.
* Signing off on standardised induction checklist, thus providing another level of safeguarding

check.

Notes:

Oak Hill First School will:

require staff who are convicted or cautioned for any offence during their employment with the

School to notify the Head in writing of the offence and penalty.

respond to changes in legislation required to ensure the safeguarding of children and review policy and practice in the light of developments for instance the Disclosure and Barring Service

(formed by the merger of the CRB and ISA in 2013)

carry out an annual review of this policy (or more frequently if key changes in legislation

necessitate this).

in addition to the various staff records kept in school and in individual personnel files, a single

central record of recruitment and vetting checks is kept, with Head for Oak Hill First School having

overall accountability and undertaking regular audits. This is kept current and accurate by two

key managers at Oak Hill First School.

This record contains details of checks for:

All staff who are employed to work at the school;

All others who have been chosen by the school to work in 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 instruction for pupils but who are not staff members, e.g. a specialist sports coach and cover staff.

**Rehabilitation of Offenders Disclosure**

The Rehabilitation of Offenders Act 1974 (ROA) was revised following implementation of change to

the ROA included in the Legal Aid and Sentencing and Punishment of Offenders Act 2012. As of May 2013, amendments made to the Exceptions Order of the ROA resulted in certain old and minor

cautions and spent convictions not being subject to disclosure or appearing on a standard or

enhanced DBS disclosure certificate.

**Data Protection Issues**

Employees are entitled to see and receive, if requested, copies of their employment references.

Further disclosed information will be treated in confidence and not used against applicants unfairly,

including adherence to the DBS Code of Practice ([www.gov.uk](http://www.gov.uk)).

**Supply Staff**

For the purposes of creating the record of checks for supply staff provided through a supply Agency,

the school will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the Enhanced DBS Disclosure. Information disclosed as part of an Enhanced DBS Disclosure will be treated as confidential. Identity checks will be carried out by Oak Hill First School to confirm that the individual arriving at the school is the individual that the agency has referred.

**Peripatetic Staff**

For the purposes of creating the record of checks for peripatetic staff (for music, sports etc.) the

school will require all necessary checks and DBS requirements are fulfilled.

This policy has been written with reference to the DfE’s Publications Safeguarding Children and Safer Recruitment in Education and Keeping Children Safe in Education.

OAK HILL FIRST SCHOOL RECRUITMENT SHORTLISTING FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** |  | Vacancy Ref:  |  | **Date of Shortlist:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Candidate Name | Competencies | Total | **Examples of competencies**(List the Core competencies here)1: Team work2: Communication skills3: Appropriate qualifications4: Safeguarding5: Other relevant training6: Childcare experience7: Planning 8: Supervisory experience9: EYFS knowledge10: Equal opportunitiesShortlisted?Y/N |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |
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Score candidates by the following; 2 Fully meets criteria Demonstrates a significant knowledge and experience of competency or skill required

 1 Partially meets criteria Demonstrates some knowledge and experience OR good knowledge but little or no experience of competency or skill required

 0 Does not meet criteria Demonstrates little or no significant knowledge or experience of competency or skill required

Scores can be tallied and highest scoring candidates selected for interview.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Chair ofPanel: |  | PanelMember: |  | Panel Member: |  | Date: |  |

# CANDIDATE INTERVIEW ASSESSMENT FORM

This form is to be completed individually by the members of the selection panel.

|  |  |
| --- | --- |
| Candidate Name |  |
| Post Title |  |
| Panel Member Name |  |
| Interview Date |  |
| DBS Status | No CRB Required  | CRB Required  | 3 yearly CRB Required  |
| Barred List check status | No Barred List check required  | Children Barred List check required  | Adult Barred List check required  | Children & Adult Barred List check required  |

**Scoring Levels**:

**5 points:** Excellent response/broke new ground. Highly developed ability in this area.

**4 points**: Good/innovative well thought through response. Clearly demonstrated positive ability in this area.

**3 points:** Satisfactory/adequate response. Demonstrated ability in this area

**2 points:** Some satisfactory elements in response. Demonstrated some ability in this area.

**1 point:** Poor response. Demonstrated little ability in this area.

**0 points:** inadequate response. Did not demonstrate ability in this area.

|  |
| --- |
| **See Recruitment and Selection Toolkit – Checks during the selection Process****ALL RECRUITMENTS*** Qualifications essential for the post verified
* Right to work in the UK verified
* Identity check verified
* Conflict of Interest explored

**SAFER RECRUITMENT*** DBS Documents checked
* DCCR completed – Disqualification from Caring for Children Regulations disclosure
* I confirm I have discussed any issues regarding the reference with the candidate
* I confirm I have discussed any issues regarding gaps/anomalies on the application form with the candidate
 |

|  | **Interview Question/Selection Criteria** | **Evidence** | **Scoring Level** |
| --- | --- | --- | --- |
| **1** |  |  |  |
| **2** |  |  |  |
| *3* |  |  |  |
| *4* |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
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| **17** |  |  |  |
| **18** |  |  |  |
| **19** |  |  |  |
| **20** |  |  |  |
| **TOTAL** |  |

**References**

Wherever possible, obtain references on short-listed candidates **before interviewing them** so that any issues or concerns are identified and can be explored at interview before a final decision is made. It is much harder to take up concerns after you have offered someone the job.

**Note**: this guidance may be controversial because it is a major change from what has previously been considered as normal practice, ie. to obtain a reference only for the successful candidate after he/she has been selected and offered the post (albeit conditionally). There are reasons why this is not good practice in relation to safeguarding children:

 A person's past behaviour is often the best indication of how he/she will behave in the future

 The enquiry into the Soham case showed that if the school had been aware of information about Ian Huntley’s past behaviour he would probably not have been employed.

Wherever possible, obtain a reference relating to a previous role in which the applicant worked with children. If the person is not working with children at present, obtain a reference from the person’s current employer.

Many employers prefer to give vague or non-specific references. This is not helpful when you are asking about past behaviour with children.

It is important to ask specific questions in your reference request and to seek objective and verifiable information rather than subjective information.

If you are given a verbal reference, it is important to record the details in

writing and advise the referee that you will be sending them a hard copy to confirm the accuracy of their reference. Request that they return a signed copy to you.

If a reference reveals any inconsistencies or doubts about the person’s suitability, the issues should be followed up and explored with the referee.

You can phone the referee for clarification initially but keep a written record as above. If the issues are significant, confirm your understanding in writing to the referee.

References must be read by the whole selection panel if received prior to interview.

**Note**: if an employer says it is not their policy to provide references, ask the applicant to nominate another referee. Experience shows that organisations that employ people to work with children are unlikely to refuse to give references because they themselves seek similar assurances when recruiting staff. There is no obligation to provide a reference once an employee has left.

**Things to note:**

 Don’t accept open references: “To whom it may concern....”

 Share a poor reference with the candidate to clarify facts (they can request to see)

 Previous employers cannot include anything that is not known to an individual – and they must be able to evidence what has been written

 Don’t rely on a reference as the only indicator of suitability

 Don’t accept references that are years old!

 You can only ask health-based questions on references after an offer of employment has been made (but you can ask about registered disability at application stage).

**Active consideration:**

 Has the referee answered all your questions?

 Are there any vague or ambiguous statements?

 Does it read like an agreed reference? If so, it probably will not answer the specific questions requested

 Compare the information provided by the referee with the information provided by the applicant. Are there discrepancies? It is not unusual for candidates to try to gain an advantage by exaggerating their previous experience, achievements or qualifications.

**12 Steps to Recruiting Safely**

**Before you release your post...**

**Step 1** Ensure that you have an up-to-date recruitment and selection policy that describes the process and individual roles and responsibilities before you begin

**Step 2** Ensure that your setting has a safeguarding policy and that a statement about the organisation’s commitment to safeguarding is displayed in the setting and is included in all recruitment and selection materials

**Step 3** Ensure that you have an up-to-date job description and person specification for the role(s) you wish to recruit to, which includes safeguarding responsibilities

**Step 4** Ensure that you have an appropriate advertisement that contains all necessary information about the role, the requirement for a DBS disclosure and your commitment to safeguarding

**Step 5** Ensure that you have compiled a suitable candidate information pack containing all the required information about the setting, job role, recruitment timeline, safeguarding policy/statement, DBS Enhanced Disclosure requirement and an application form that includes a detachable self-disclosure form

**Before you interview...**

**Step 6** Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview

**Step 7** Ensure that references are requested for all shortlisted candidates

**Step 8** Ensure that all shortlisted candidates receive the same letter od invitation to interview supplying them with all necessary information

**Before you select your preferred candidate...**

**Step 9** Ensure that a face-to-face interview is conducted for all shortlisted candidates based on an objective assessment of the candidate’s ability to meet the job description and person specification

**Step 10** Ensure that all specific questions designed to gain required information about each candidate’s suitability have been asked, including those needed to address any concerns or gaps in information supplied in the application form

**Before you finally appoint...**

**Step 11** Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role

**Step 12** Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks

**Stages of a Safer Recruitment Process**

|  |
| --- |
| Identify vacancy |
| Design job description and person specification |
| Choose selection criteria |
| Choose methods of assessment(interview, role play etc) |
| Design interview questions, role play or other assessment |
| Train and brief those who are carrying out the interview or other assessments |
| Advertise the post |
| Send out information pack |
| Give information about safeguarding policies, procedures and checks carried out |
| Ask for a criminal record self-disclosure |
| Read application form and check information |
| *Highlight any gaps to be explored* |
| Shortlist |
| Invite to interview |
| Request references |
| *Scrutinise references* |
| *Carry out an interview, role play or other assessment* |
| *Check gaps or issues on application form with candidate* |
| *Check identity documents* |
| *Check qualifications and professional registration* |
| *Discuss criminal convictions history with the candidate* |
| *Probe candidates’ attitudes and motives towards safeguarding and children* |
| *Make a decision to offer the post to the individual* |
| *Make an unconditional offer of employment and give a start date* |
| *Request DBS check* |

NB: Stages highlighted provide opportunities to scrutinise, probe, deter and reject candidates who may be unsuitable to enter the children's workforce.



**Also available on ConnectEd in Worcestershire**

[**https://khub.net/connected**](https://khub.net/connected)

Contact: Human Resources – 01905 766188

**HR Consultancy for Schools**

**Guidance for Maintained Schools and Academies**

**Recruitment and Selection**

**(including guidance on appointing a new Headteacher)**

**Date: October 2013**

 **(updated November 2016)**

Document Number: 01

**APPENDIX 1**

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2. **Example Interview Record Form**

**Addendum – Guidance on English Fluency Duty**

# Recruitment and Selection Activity Checklist

|  |
| --- |
| **REVIEW VACANCY** |

**↓**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Write/Update Job Description** | **→** | **Write/Update Person Specification** | **→** | **Establish Timescales** |

**↓**

|  |  |  |
| --- | --- | --- |
| **Draw Up/Place Advert** | **→** | **Prepare Candidate Information (including application forms)** |

**↓**

|  |
| --- |
| **Receive Applications** |

**↓**

|  |
| --- |
| **Shortlisting** |

**↓**

|  |  |  |
| --- | --- | --- |
| **Take Up References** | **→** | **Prepare for Interviews** |

**↓**

|  |  |  |
| --- | --- | --- |
| **Interviews/Tests (including Document Checks)** | **→** | **Interview Records** |

**↓**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Offer (including Pre‑employment Checks)** | **→** | **Feedback to Unsuccessful Candidates** | **→** | **Instruct School Employee Services to appoint** |

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|  |
| --- |
| **Induction** |

# Introduction and scope

This document provides guidance on recruitment and selection and applies to the appointment of all staff (including Headteachers) to maintained schools and academies in Worcestershire. This document supersedes 'Fair and Effective Recruitment' and 'Appointing a new Headteacher'.

Governing Bodies of voluntary aided schools which have adopted the relevant Diocesan Schools Commission or National Society guidance documents should use those documents. Support and advice is available from HR Consultancy for Schools in this case, as well as from The Diocesan Schools Commission for Catholic schools, and the Diocesan Board of Education for Church of England schools.

# Safeguarding and Safer Recruitment

Worcestershire County Council is committed to safeguarding and promoting the welfare of children and young people and expects all school employees and volunteers to share this commitment.

The safeguarding of children and young people must be central to every stage of the recruitment and selection process.

**A Safer Recruitment process**

Those responsible for recruitment need to ensure that:

* Time is set aside for planning and structuring the process.
* There are clear job descriptions and person specifications for every post within the school, which state the boundaries and expectations of the role and include a statement of the post-holder's responsibility for safeguarding.
* Clear messages about safeguarding are sent to candidates from the outset. All recruitment documentation, starting with the job advert, must include an explicit statement confirming the school's commitment to the safeguarding of children and young people, as well as the requirement for successful applicants to undertake a Disclosure & Barring Service (DBS) check. The following example may be used:

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced Disclosure via the Disclosure & Barring Service.***

* Only application forms are used, not CVs.
* References are obtained before interview wherever possible, which include specific enquiries about the applicant's background in relation to safeguarding, and ensure that references are given proper weight and consideration in the selection process.
* As a minimum, the selection process involves a face-to-face interview and where possible another appropriate method (role-play, presentation, teaching a lesson, participating in activities with children under observation, etc.).
* Probing questions are asked at interview to assess candidates' motives, attitudes and behaviours, as well as skills and experience, including questions that cover safeguarding issues.
* There is an on-going culture of vigilance in the school through effective induction and regular discussion.
* Ensure that panel members are familiar with the principles of Safer Recruitment. For maintained schools it remains a **statutory** **requirement** that at least one member of the panel has undertaken Safer Recruitment training, and is recommended for academies. On‑line training is available via the NSPCC at: <https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>

**Important changes to the DBS in 2013**

As at the date of this guidance, a change in legislation is expected making it **unlawful** for an individual to start work in a school/academy **unless** s/he has a satisfactory DBS certificate.

A new 'Update Service' is now available to applicants. This service will enable an element of 'portability' between organisations. Individuals can choose to subscribe to the Update Service for a small annual fee (it is free for volunteers), which will keep their DBS certificate up to date so that they can take it with them from role to role within the same workforce.

If an individual has subscribed to the Update Service they can give their consent for the prospective employer to carry out a free on-line check to find out if the information released on the original DBS certificate (which the employer must see) is current and up to date or whether it has changed and a new certificate should be obtained. For individuals who have not subscribed to the Update Service, a new DBS certificate will normally be required. Specific queries about portability should be addressed to School Employee Services.

The introduction of the 'applicant only certificate' means that Worcestershire County Council as a Registered Body will no longer receive a copy of the applicants' DBS disclosure certificate. Guidance for checking DBS disclosure forms is now available on the Children's Services Portal. Headteachers or nominated senior managers will therefore need to check the applicant's original certificate and complete the checklist within the guidance, and then scan and email the disclosure certificate to the DBS team at the following address: DBS@Worcestershire.gov.uk

*(Please see* [*www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates*](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates) *for information regarding filtering of convictions.)*

# Equal opportunities and avoiding discrimination

You should ensure that every applicant, whether internal or external, is treated fairly throughout the recruitment process and that they are assessed against selection criteria which relate *only* to the requirements of the job. Selection criteria must comply with the Equality Act 2010 and relevant codes of practice, and should not be unnecessarily restrictive in terms of other factors – e.g. qualifications.

The Equality Act 2010 prohibits:

* Direct discrimination
* Indirect discrimination
* Harassment
* Victimisation

A robust and clear recruitment and selection process will give all applicants a fair opportunity to be considered for the post, irrespective of his/her age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. These are known as 'protected characteristics'.

If you include photographs or images in your advert or recruitment literature, review them to ensure that they could not be considered discriminatory.

**Age**

Care must be taken to avoid terminology which implies that you are looking for candidates who fit a particular age profile, for example 'young', 'mature' or 'energetic', which may be discriminatory.

You should describe the particular experience you are seeking (e.g. must have experience as a middle leader) rather than the number of years.

**Gender**

Very occasionally you may see job adverts which specify that the post-holder must be male or female (for example, to provide personal care to a service user). Such instances are very rare and unlikely to arise in a school setting. If you believe that a particular protected characteristic is central to a particular job, please seek advice from one of the schools HR Consultancy for Schools team at an early stage.

**Part-time vs. full-time**

Where advertising on a full-time basis, consideration should be given to other possibilities such as part-time or job-sharing arrangements.

**Declaration of interests**

Any members of the **Governing Body and/or staff** who are personally related to or have a close connection with any job applicant **must** **formally declare this and remove themselves from the** **recruitment process or any elements of the process where the conflict might arise.** It is important that schools protect themselves from allegations of nepotism and an unfair recruitment process.

**Disability**

It is discriminatory to reject applicants solely because of a disability. Consideration must be given to making 'reasonable adjustments' to the workplace and working practices to enable a person with a disability to take up employment. Under the Equality Act 2010, with limited exceptions, employers are prevented from asking applicants (including questions on reference request forms) about their health **before** making a job offer.

The exceptions are as follows:

* To find out whether an applicant is able to participate in an assessment to test their suitability for the role;
* To establish whether there is a duty to make reasonable adjustments to enable an applicant to take part in the recruitment process;
* To establish whether the applicant will be able to carry out a function that is intrinsic to the work concerned;
* To monitor the diversity of applicants;
* To take positive action in supporting employment for disabled people (for example under the Jobcentre Plus '2 Ticks' initiative which aims, amongst other things, to ensure that all applicants with a disability who meet the minimum criteria for a job vacancy are interviewed and considered for the post;
* To establish that a person has a disability where this is an occupational requirement.

**Other relevant legislation**

The Rehabilitation of Offenders Act 1974 states that a conviction is said to be 'spent' if it did not carry a sentence excluded from the Act and there are no further convictions during a specified period. In most situations, a person is not required to reveal spent convictions. However, posts in schools are exempt from the Act and a statement explaining this is included in the job application forms.

Reference requests must include the following statement: "As the work of this post involves working with children, other vulnerable groups or in a position of trust it is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. To the best of your knowledge, does the applicant have any unspent or unfiltered\* spent criminal convictions, cautions, reprimands or formal warnings?"

*(\*Please see:* [*www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates*](http://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates)*for information regarding filtering of convictions*.)

If you have any questions about anything covered in this section please contact one of the Human Resources Advisers in the HR Consultancy for Schools team.

# Recruitment Process – key steps

* Identify who will be on the appointment panel. This will depend on the post, but should involve the direct line manager of the post and may involve one or more Governors. School staffing regulations require that Governors must be involved in the appointment of a Headteacher and Deputy Headteacher but can delegate the recruitment of other staff to the Headteacher. It is often useful for Governors to be part of the appointment process where there are internal applicants.
* Establish a timetable for the appointment process, bearing in mind notice periods and set resignation dates for teachers and Headteachers.
* Contact your School Improvement Adviser (in relation to Head and Deputy posts) the Diocesan Board of Education/Diocesan Education Service if appropriate.
* Check that the post is still required and the implications for the school budget.
* Draw up a Job Description, or review the existing one.
* Draw up a Person Specification, or review the existing one.
* Check that the application form will elicit the information needed.
* Advertise.
* Shortlist.
* Request references for shortlisted candidates.
* Carry out pre-employment checks.
* Arrange for these candidates to visit the school, if applicable.
* Where appropriate for teaching posts, arrange to observe candidates teach in their current schools.
* Invite to interview.
* Hold interviews and make selection decision.
* Make offer of employment to the selected candidate.

## 4.1 Reviewing the vacancy

Any vacancy or new post provides the opportunity to review the role and the way it fits in to the overall staffing structure of the school. When someone resigns, you should review the role to decide whether a 'like for like' replacement is necessary. If it is, the Job Description should be reviewed to ensure that it accurately reflects the key purpose and responsibilities of the role.

If you are considering a fixed-term or variable hours contract, please refer to the guidance document 'Fixed-Term and Variable Hours Contracts In Schools' [Maintained Schools click here](https://khub.net/documents/26150280/26578429/02%2B-%2BFixed-Term%2Band%2BVariable%2BHours%2BContracts%2Bin%2BSchools%2B-%2BUse%2Band%2BMngmnt%2BGlines%2B-%2BJan%2B2016/c5a698ae-a3d1-44e8-a625-057b5ac6e69b) / [Academies click here](https://khub.net/documents/26150176/26574059/02%2BAC%2B-%2BFixed-Term%2Band%2BVariable%2BHours%2BContracts%2Bin%2BSchools%2B-%2BUse%2Band%2BMngmnt%2BGlines%2B-%2BJan%2B2016/c64df4a9-468a-454c-a522-71a0a0b959a1). You may wish to discuss the implications of such an appointment with a member of the HR Consultancy for Schools team.

## 4.2 Job Description

As a minimum, the Job Description should include the following information:

* Job title.
* Title of post to which this post reports.
* Title and number of any posts directly supervised.
* The main purpose of the job.
* The main duties and responsibilities of the post.
* The individual’s responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with. (The extent of the responsibility or contact will vary depending on the specific role.)
* Date the Job Description was produced and a note showing who prepared/reviewed and approved it.

As most jobs tend to develop over time, it is advisable to include a section headed Other Duties, which may include the following:

"The post-holder may be required:

* to undertake such other duties and training and/or hours of work as may be reasonably required to be consistent with their general level of responsibility;
* to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.

It is also advisable to include a statement that "'the Governing Body reserves the right to vary the content of the Job Description, after consultation, to reflect changes to the job without changing the general character of the post or level of responsibility".

Job Descriptions for all teaching posts, including leadership roles, should be based on the Teachers Standards and the relevant sections of the School Teachers' Pay & Conditions Document currently in force.

Guidance is available from the HR Consultancy for Schools team in relation to the grading of new or changed posts.

Grading of Administrative Staff

[Maintained Schools click here](https://khub.net/documents/26150280/26578429/24%2B-%2BGrading%2Bof%2BAdministrative%2BStaff%2B-%2BJul%2B2005%2B-%2BSSA145.doc/1cae43fb-bb8c-4f64-978e-063511de4a91) / [Academies click here](https://khub.net/documents/26150176/26574059/24%2B-%2BGrading%2Bof%2BAdministrative%2BStaff%2B-%2BJul%2B2005%2B-%2BSSA145.doc/ea88cad1-5c2c-4bd9-9c73-f07abdf417c2)

Grading of Caretakers, Site Managers, Cleaners, etc.

[Maintained Schools click here](https://khub.net/documents/26150280/26578429/25%2B-%2BGrading%2Bof%2BCaretakers%2C%2BSite%2BManagers%2C%2BCleaners%2C%2Betc.%2B-%2BOct%2B2005%2B-%2BSSA146.doc/495b0951-cfe3-4e3b-a497-53d37142da04) / [Academies click here](https://khub.net/documents/26150176/26574059/25%2B-%2BGrading%2Bof%2BCaretakers%2C%2BSite%2BManagers%2C%2BCleaners%2C%2Betc.%2B-%2BOct%2B2005%2B-%2BSSA146.doc/ef0a8ce8-6322-4960-b7f8-231a50bf2dcb)

Grading of Science Technicians and Design & Technology Technicians

[Maintained Schools click here](https://khub.net/documents/26150280/26578429/26%2B-%2BGrading%2Bof%2BScience%2Band%2BDesign%2Band%2BTechnology%2BTechnicians%2B-%2BMar%2B2006%2B-%2BSSA144.doc/15e2820a-26d5-4e01-acd2-09138e9443cf) / [Academies click here](https://khub.net/documents/26150176/26574059/26%2B-%2BGrading%2Bof%2BScience%2Band%2BDesign%2Band%2BTechnology%2BTechnicians%2B-%2BMar%2B2006%2B-%2BSSA144.doc/db54a60d-4871-49b6-9564-235b2214ba46)

Teaching Assistants Career Structure

[Maintained Schools click here](https://khub.net/documents/26150280/26578429/27%2B-%2BTeaching%2BAssistants%2BCareer%2BStructure%2B-%2BFeb%2B2016/68be5a4a-3ff9-4ead-bfcc-2444f2172e8b) / [Academies click here](https://khub.net/documents/26150176/26574059/27%2B-%2BTeaching%2BAssistants%2BCareer%2BStructure%2B-%2BFeb%2B2016/7a2c88c2-e800-46ee-bd5b-1a370125c1ec)

Higher Level Teaching Assistants / Cover Supervisors Career Structure

[Maintained Schools Click here](https://khub.net/documents/26150280/26578429/47%2B-%2BHigher%2BLevel%2BTeaching%2BAssistants%2BGuidance%2B-%2BGrading%2B-%2BNov%2B2014.doc/cef30c8a-6731-4bff-9dae-45e066bff33a) / [Academies click here](https://khub.net/documents/26150176/26574059/47%2B-%2BHigher%2BLevel%2BTeaching%2BAssistants%2BGuidance%2B-%2BGrading%2B-%2BNov%2B2014.doc/571d1062-9d3d-4eb3-bf8d-700500783b59)

## 4.3 Person Specification

The Person Specification describes the skills, experience and qualifications which the post‑holder must have in order to carry out the job effectively. The Person Specification must include:

* the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
* the competences and qualities that the successful candidate should be able to demonstrate;
* a clear explanation of how these requirements will be tested and assessed during the selection process.

The Person Specification should distinguish between the essential requirements and any criteria which are viewed as desirable, that is, those skills, experience or qualifications which would enhance job performance. Desirable criteria can be used during the shortlisting stage if you need to distinguish between a number of candidates who meet the essential criteria.

## 4.4 Application forms

A standard application form should be used so that you can obtain a common set of core data from all applicants, and include a declaration by applicants that the information they have submitted on the form is true and accurate. CVs and letters of application must not be accepted because these will only contain the information the applicant wishes to present and may omit relevant details.

Standard application forms are available for schools and academies to use. They are available on ConnectEd [Maintained Schools click here](https://khub.net/documents/26150280/26578349/Application%2BForm%2BTeaching%2B-%2B24.07.13/67ce39c7-0e5a-4d85-9bc1-c4edb7af7a89) / [Academies click here](https://khub.net/documents/26150176/26574001/Application%2BForm%2BTeaching%2B-%2B24.07.13/340cb348-bb00-4cbd-986c-a0a407e67210) for the teaching form, [Maintained Schools click here](https://khub.net/documents/26150280/26578349/Application%2BForm%2BSupport%2BStaff%2B-%2B24.07.13/a2db5468-989e-4a33-9d8c-9ded5a4dbb1e) / [Academies click here](https://khub.net/documents/26150176/26574001/Application%2BForm%2BSupport%2BStaff%2B-%2B24.07.13/fe8539a9-dc17-4868-9634-775432bf49c3) for the support staff form.

Schools and academies may choose to use their own forms, or those available from the Diocesan Schools Commission or the Diocesan Board of Education, as appropriate.

# Attracting candidates

## 5.1 Advertising

Advertisements should be clear and state briefly:

* The job title
* Grade and salary
* For teaching posts, the salary range
* The number of hours and/or full-time equivalent
* Job Requirement, if not explicit in the job title
* Essential criteria for job applicants
* A brief description of the school
* Nature of the contract (e.g. permanent, fixed-term: include duration)
* How to apply, e.g. friendly, explicit, easy to follow instructions on what the applicant must do to apply for the job (starting with how to obtain the application pack)
* Closing date
* A named person at the school with a telephone number and/or email/website address for applicants to contact if they need further information or clarification
* Details of the school's website address.

Occasionally a situation may arise where a vacancy needs to be filled at short notice, for example when a pupil with a statement of Special Educational Needs joins the school mid‑term. You may feel that you have existing temporary or part-time staff within school who could fulfil the role well. In such circumstances, you may advertise the vacancy within the school, rather than externally. Volunteers and helpers in school should normally be excluded from applying, and applications only accepted from substantive staff, except where the vacancy is for a short term period. i.e. to cover sickness/leave or in order to cover whilst a formal recruitment process is undertaken. In such circumstances necessary clearances would still be expected.

If you are unsure whether a post should be advertised externally please contact one of the HR Consultancy for Schools team.

School Employee Services can arrange to place adverts for vacancies in school and academies on [www.eteach.com](http://www.eteach.com) for teaching posts and the West Midlands Portal at [www.wmjobs.co.uk](http://www.wmjobs.co.uk) for support staff posts.

Adverts should be sent to:

teachingads@worcestershire.gov.uk – for all teaching posts

nonteachingads@worcestershire.gov.uk – for all support staff posts.

In addition, you can contact TMP, the Recruitment Advertising Agency for Worcestershire County Council and Schools. They will be able to assist you in accessing discounted media rates, as well as offer advice on media placement, saving money on recruitment advertising and the content of job adverts.

For information on advert deadlines, costs or to place an advert, please email Hayley Clark on Hayley.Clark@tmpw.co.uk or call 020 8501 9709.

## 5.2 Information for candidates

It is important to ensure that potential applicants find the application process straightforward and positive. You can help by providing concise, clear and relevant information so that people can make an informed decision about whether to apply for your post or not. Prospective applicants should not have to struggle to obtain the information they need – if they do, they may be deterred from taking their application further.

The pack should include a copy of:

* the application form, and explanatory notes about completing the form;
* clear instructions on electronic or online applications if appropriate;
* the Job Description, and Person Specification;
* information about the school – location, ethos, context, development plan etc. and a link to the school's website;
* a summary of the recruitment process;
* the school’s Safeguarding/Child Protection Policy Statement;
* a summary of the key terms and conditions relating to the post, including hours of work.

Any information made available to job applicants needs to be accurate and clear, and contribute towards encouraging suitable individuals to apply to work at your school, and deterring unsuitable people.

# Application forms and shortlisting

At least **two** people should be involved in shortlisting. This should include the Headteacher/manager responsible for the post and other(s) taking part in the selection process. All candidates should be assessed equally against the criteria contained in the Person Specification without exception or variation. An example shortlisting form is included at Appendix 2.

All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Any such issues, should be noted so that they can be taken up as part of the consideration of whether to shortlist the applicant.

As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also need to be explored and verified.

**All** shortlisted candidates **must** satisfy the essential requirements of the Person Specification. This can usually be established by looking at the application form. Desirable requirements can then be used as an additional filter to arrive at a manageable shortlist.

There is no minimum or maximum number for a shortlist but 5 or 6 candidates represents a manageable shortlist. However if only one suitable person applies for the post they can be interviewed, and if found suitable for the post they can be appointed. If your shortlist does not produce anyone suitable to appoint, you can re‑advertise.

You must record and retain the reasons for rejecting and shortlisting candidates, along with the application forms and interview records. These details **must** be kept for at least 12 months so that if anyone challenges your shortlisting decision on the grounds of unlawful discrimination you will have a written record of your reasons. An individual has three months after being rejected for the post in which to lodge a complaint of unlawful discrimination.

# References

More detailed guidance is contained in the HR document 'Employment References Guidance' [Maintained Schools click here](https://khub.net/documents/26150280/26578429/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BSchools%2B-%2BNov%2B2014/baf65af0-f3a4-455b-95fa-0d2cc816f220) / [Academies click here](https://khub.net/documents/26150176/26574059/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BAcademies%2B-%2BNov%2B2014/8820529a-6a8c-4b20-b19b-23aa71fd0dfa).

**Key points:**

* Obtaining references for everyone seeking work in a school, including on a voluntary basis, is an essential part of a robust Safer Recruitment process.
* References should be obtained before the interview for all shortlisted candidates including internal ones.
* A request by an applicant to delay seeking references until it is known whether he or she is to be offered the post should only be agreed in exceptional circumstances.
* If an applicant has worked with children previously, whether on a paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed the applicant to work with children, even if that is not the applicant’s current or most recent employer. This may mean requesting an extra reference where the person is not currently employed with children.
* If a verbal reference is obtained it should be followed up in writing.
* Open references or testimonials should not be accepted as you cannot be certain that they come from the specified referee.
* References should be carefully scrutinised to check the referee has answered all the questions and followed up if there are any vague or ambiguous statements. What a reference doesn't say can be as important as what it does say.
* Any discrepancies between the information supplied by the candidate about him/herself and his/her experience and background and the contents of the reference should be followed up with the referee.
* **Any offer of employment should be conditional upon receipt of satisfactory references, which should be received before the start of employment.**

It is recommended that schools use the example a pro-forma template for referees to complete. See the guidance document 'Employment References Guidance' [Maintained Schools click here](https://khub.net/documents/26150280/26578429/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BSchools%2B-%2BNov%2B2014/baf65af0-f3a4-455b-95fa-0d2cc816f220) / [Academies click here](https://khub.net/documents/26150176/26574059/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BAcademies%2B-%2BNov%2B2014/8820529a-6a8c-4b20-b19b-23aa71fd0dfa).

If you feel that the main reference is inadequate you should not employ the individual: please seek advice from the HR Consultancy for Schools team if you have concerns about the content of any references you receive.

**Teachers subject to Capability Procedures**

Since 1st September 2012 there has been is a requirement under the School Staffing Regulations (2009) for maintained schools, if asked, to confirm whether or not a teacher has been subject to capability procedures within the preceding two years and, if so, to provide written details of the concerns which gave rise to this, the duration of the proceedings and the outcome.[[1]](#footnote-1)[1] Schools are only required to do so, if asked by the school or academy to which the teacher has applied. This requirement is also being included in new funding agreements for Academies converting from 1st April 2013.

Please see the model reference request form for teachers contained in the guidance document 'Employment References Guidance' [Maintained Schools click here](https://khub.net/documents/26150280/26578429/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BSchools%2B-%2BNov%2B2014/baf65af0-f3a4-455b-95fa-0d2cc816f220) / [Academies click here](https://khub.net/documents/26150176/26574059/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BAcademies%2B-%2BNov%2B2014/8820529a-6a8c-4b20-b19b-23aa71fd0dfa).

# Employment checks

Under Sections 15–25 of the Immigration, Asylum and Nationality Act 2006 it is a criminal offence to employ a person who is not entitled to live and work in the United Kingdom. Headteachers/managers must carry out basic document checks before taking on a new employee or when an existing employee is offered another post within the County Council. Where employees have restrictions on their entitlement to be in the UK, basic document checks will need to be repeated at least once every 12 months.

During any recruitment exercise all employers are **required to carry out checks on all people before they** **start working for you** to ensure that you avoid discrimination. You will need to **make a copy of any document(s)** submitted by a job applicant as acceptable evidence of his/her right to work in the UK. This applies to all schools, including academies.

Before or after the interview, as the Headteacher/recruiting manager you must:

See **either** one original document from List 1 **or** alternatively an acceptable combination of two original documents from List 2 - see Checklist on ConnectEd

[Maintained Schools click here](https://khub.net/documents/26150280/26770171/Prevention%2Bof%2Billegal%2Bworking%2BID%2Bchecker/8babf8a0-af9d-4f48-81b4-4d1b211c51fc) / [Academies click here](https://khub.net/documents/26150176/26770256/Prevention%2Bof%2Billegal%2Bworking%2BID%2Bchecker/5748d1d3-b7c5-47ef-894c-71c1f5c312c3)

Satisfy yourself that the document(s) is/are genuine and that the applicant is the rightful holder.

Ensure that photocopies are taken of the document(s) and**, for the successful applicant only** that they are stored so that they are available inspection by the Border and Immigration Authority if required.

To satisfy yourself that a document is genuine, you must carry out the following ‘reasonable steps’ as set out by the Home Office:

**Check that:**

* any photographs are consistent with the appearance of the applicant;
* any dates of birth listed are consistent with the appearance of the applicant and are consistent across the documents;
* the expiry dates have not been passed;
* any United Kingdom Government stamps or endorsements to see if the applicant is able to do the type of work you are offering;
* satisfy yourself that the documents have not been tampered with and that they belong to the holder.

If the applicant gives you two documents from List 2 which have different names, you should ask them for a further document to explain the reason for this. The further document could be a marriage certificate, divorce document, deed poll, adoption certificate or statutory declaration.

**Copies must be taken of each document** and attached to the individual’s employment application form, in a format which cannot later be altered, e.g. a photocopy or scan. For each document, a copy should be taken of the front cover and any pages that give the applicant’s personal details, including the photograph and their signature. Any page containing a UK Government stamp or endorsement allowing the applicant to do the type of work applied for must also be copied. If an applicant submits a Biometric Residence Permit, ensure that both sides are copied.

The Border and Immigration Authority recommends that you **write on all copies the date on which the copy was made**. If you have taken copies of documents for all applicants, then you must ensure that you destroy those provided by the unsuccessful applicants.

For further information, see the Home Office guidance:

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/304793/full-guide-illegal-working.pdf>

# Interviewing and selection

## 9.1 Preparation for the interview

The purpose of the interview is to gain information from candidates on which to base sound and fair appointment decisions – i.e. assessing each candidate against the objective selection criteria.

The interview also allows you to check for gaps in the employment record and explore any discrepancies between information given by the candidate on the application form and the references.

In addition to assessing the candidates’ ability to perform the duties of the post, the interview will also need to explore issues relating to safeguarding and promoting the welfare of children including:

* motivation to work with children and young people
* ability to form and maintain appropriate relationships and personal boundaries with children and young people
* emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline
* any relevant issues arising from his/her application form or references.

Before the interview all the panel members must ensure that:

* they are familiar with the Job Description and Person Specification
* that they have read the application forms of shortlisted candidates, noting any areas of concern and/or particular questions to follow up on anything stated in the application form
* they have any other documents which may be needed during the selection process, e.g. interview assessment sheet, summary score sheets, information on salary and other terms and conditions of employment if relevant
* someone at school has clear responsibility for greeting candidates, ensuring that refreshments are available and that there is a suitable waiting area for candidates
* an appropriate room has been set aside for the interviews, of sufficient size to be comfortable, suitably furnished and free from interruptions
* the timetable for the day allows time for candidates to move between activities without feeling rushed (comfort breaks for the panel should also be taken into account)
* candidates are given details of their programme for the day, including timings.

## 9.2 Interview questions

The interviewing panel will need to meet in advance to agree questions, the role of each interviewer and the sequence of the questions. **These questions must be asked of every candidate, but interviewers may, and indeed should, ask supplementary questions of any candidate if that is necessary to elicit clear information.**

Questions should be clear and use language appropriate to the job role.

Open questions, using what?, who?, how?, why?, where?, when?, which? - for example, "how do you promote effective home – school liaison?" will require a fuller answer:

* Tell me about..., Please describe...
* What if...?
* What do you think are the qualities of a good School Administrator...?
* Give some examples which you think reflect these qualities…
* What attracted you to the role of Site Manager in a school...?
* Give examples of situations where you have had to…
* How have you managed a situation where...?

Specific questions must be asked to establish each candidate's awareness of and attitudes to safeguarding of children and young people. The following may be used, according to the role, e.g.

* Please tell us about a time when you took action to protect a child
* Describe the procedures that should be in place to protect children
* Please tell us about a time when you had safeguarding concerns about a child
* Please give an example of where you have had to deal with bullying behaviour
* Can you tell us how you have managed poor pupil behaviour
* What do you think makes a school safe and supportive?

**Questioning styles**

These include:

**Open Questions**

Open questions should form a significant part of the interview, e.g. "How did you deal with that behaviour issue?" Open questions are usually prefaced by 'what, where, how, who, why, when?' This questioning style encourages the candidate to talk and should help to elicit the information you are seeking.

**Closed Questions**

These encourage short responses, like yes/no answers or short factual responses. For example "Have you worked as a cleaner before?" Such questions can be used to elicit and verify factual information, or as an opening question, following on with an open question (see below) such as "Can you tell us more about that?" or "What were your duties?"

**Multiple Questions**

Generally you should avoid this questioning style, although it may be acceptable to ask multi‑part questions, e.g. "Please tell us about a time when an intervention was not successful. What did you learn from the experience, and what would you do differently in the future?" In this example, which actually has three elements, you should either repeat the question after the candidate has responded to the first part, or, better still, ask the initial question, then follow up with a supplementary question.

**Leading Questions**

These questions should be avoided as the question usually suggests the anticipated answer, e.g. "You are reliable, aren't you?"

## 9.3 Selection tests

Selection tests may be used in conjunction with a formal selection interview but must not be used in isolation as a selection method. You will need to consider the following:

* Which essential selection criteria will be measured using the test?
* Are the criteria more appropriately assessed by other selection methods?
* What will the results of the tests add to the decision-making criteria?

Please note that candidates must be notified in advance that tests will be used as part of the selection process.

As a matter of courtesy, feedback and advice on test results should be given to all candidates who undergo them. Time for this activity should be built in to the recruitment process.

**Presentations**

Presentations should only be used as a selection tool where presentation skills are relevant to the role.

Where presentations are used as a selection method, ensure that all candidates are given clear instructions of what is required, sufficient time for preparation (normally this will be in advance) and access to appropriate equipment (e.g. laptop and multi-media projector).

**Psychometric tests/personality profiling**

Any psychometric tests used in the selection process must have been professionally validated, administered and interpreted by persons who have had appropriate formal training and all results must be held on fully confidential files.

**In tray exercises**

In tray exercises are a helpful way of assessing a number of criteria, for example, organisational skills, the ability to prioritise and decision-making skills. They are often used as part of the selection process for administrative or support posts.

**Observing candidates teach**

This is standard practice when appointing teaching staff and is recommended safer recruitment practice. Teachers can be observed in their current school (if practicable) or in the recruiting school.

## 9.4 Making an offer

Any offer of employment to the successful candidate should be conditional on satisfactory completion of the following pre-employment checks, i.e. **before** the individual starts work.

* Disclosure & Barring Service
* Identity
* Right to work in the UK
* Medical fitness
* Two satisfactory references.

Schools and academies have a duty to ensure that a relevant activity is only carried out by a person if s/he has the health and physical capacity to carry out that activity.

Employers can make an offer of employment conditional on obtaining satisfactory answers to medical enquiries (e.g. pre-employment medical, reference), without being in breach of the provisions in the Equality Act 2010 (see section 3 above).

Please note that schools and academies are required to keep a single central record in order to demonstrate that the required pre-employment checks have been completed.

## 9.5 Feedback to unsuccessful candidates

Be prepared to give the unsuccessful candidates feedback if they ask for it: you may wish to offer feedback as a matter of course, allowing candidates to opt out. Feedback should relate to the requirements of the job and be based on the Person Specification.

Many people value feedback as it can help them address any aspects of their interview performance in readiness for future interviews. Make sure that feedback relates specifically to the job and the person, and try to be specific about areas of weakness or where development is needed.

## 9.6 Record keeping

Records must be kept of applicants, shortlists, and appointed candidates to enable a response to be made to any claims of unlawful discrimination. The selection panel must be able to demonstrate why candidates were or were not shortlisted or appointed by reference to the Job Description/Person Specification, notes taken during the selection process and interview record forms (see model at Appendix 3). All records should be kept for 12 months.

# Employment documentation

## 10.1 Offer letters and contracts of employment

Once you have made a verbal offer to the successful candidate you may confirm the offer in writing. The letter should reiterate that the offer of appointment is subject to satisfactory completion of the pre-employment checks described in section 9 above.

School Employee Services (or your provider) will process the appointment and issue the appropriate contract of employment. You will need to provide the following information:

* Start date
* Hours of work
* Payscale
* End date (if the contract is for a fixed-term)
* Reason for fixed-term contract, if applicable
* A copy of the original application form
* DBS application form

N.B. The County Council will be rolling out electronic processing of DBS disclosures via 'eBulk', which will reduce processing time by eradicating errors and reduce back office duplication of information. This will be phased in across schools and the DBS Team will be in contact with you during the new term with more details. Medical questionnaire (MRF1) - if further medical information is needed SES will send the MRF2 to the employee to complete.

Note: A verbal offer is still an offer of employment and needs to be subject to the pre‑employment checks detailed in section 9.4.

# Induction

A well-planned and thorough induction programme is a crucial aspect of any recruitment and selection process, and should be treated as part of the process. Effective induction should reinforce the messages given to a new employee before and during the selection process and provide him or her with a positive start to working as part of your school team. In addition to highlighting procedures, policies and factual information, induction discussions provide a good opportunity to confirm the conduct expected of staff within the school, share and promote the school ethos and, vision and values. The employee should be encouraged to raise any concerns s/he has about the new role, including highlighting training and developments needs (which may have been covered at interview).

The precise elements may vary, depending on the role and whether the post-holder has worked in a school before. Nevertheless, there are a number of key areas which need to be covered by the Headteacher (or Governors in the case of a new Headteacher) or relevant manager:

* policies and procedures in relation to safeguarding, child protection, anti-bullying, anti‑racism, physical intervention/restraint, intimate care, internet/social media safety and any other local safeguarding procedures
* issue the employee with the leaflet on Safe Working Practice [Maintained Schools click here](https://khub.net/documents/26150280/26578429/33%28a%29%2B-%2BSafe%2BWorking%2BPractice%2Bfor%2BStaff%2Bin%2BEducation%2BSettings%2B-%2Bleaflet%2B-%2BSept%2B2015.doc/52fb7eef-6ee8-482f-bec9-1fd53f99761c) / [Academies click here](https://khub.net/documents/26150176/26574059/33%28a%29%2B-%2BSafe%2BWorking%2BPractice%2Bfor%2BStaff%2Bin%2BEducation%2BSettings%2B-%2Bleaflet%2B-%2BSept%2B2015.doc/3d89bac0-42aa-4f33-a6ec-a03a730e2242) and explain how any concerns in relation to safeguarding should be raised, and with whom (ensure the employee knows who the Designated Person in school is). Ensure that s/he is included in safeguarding training appropriate to his/her role
* copies of (or information on how to access) key school policy documents, e.g. SEN
* information on key employment policies and procedures such as disciplinary, grievance, capability/performance and sickness absence (e.g. reporting sickness absence).

The school staff handbook is a useful way of capturing this information. Advice is available from the HR Consultancy for Schools team if you wish to update or develop a new staff handbook.

## 11.1 NQT induction

Guidance is available on ConnectEd [Maintained Schools click here](file:///%5C%5COHFS.OAKHILL.WORCS.SCH.UK%5Coakhill%5CStaff%20Shared%5CPolicies%5CDownloads%5CMaintained%20Schools%20click%20here) / [Academies click here](https://khub.net/documents/26150176/26574059/18%2B-%2BInduction%2Bfor%2BNewly%2BQualified%2BTeachers%2BGuidance%2B-%2BApr%2B2013%2C%2Bupdtd%2BSep%2B2016/ca586cd5-c152-420a-a2fb-fcad7c808f99).

# Volunteers

DBS checks should be carried out on all volunteers in schools and academies, and satisfactory references must be obtained before an individual starts voluntary work. An example reference request form for volunteers is included in the HR document 'Employment References Guidance' [Maintained Schools click here](https://khub.net/documents/26150280/26578429/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BSchools%2B-%2BNov%2B2014/baf65af0-f3a4-455b-95fa-0d2cc816f220) / [Academies click here](https://khub.net/documents/26150176/26574059/31%2B-%2BEmployment%2BReferences%2BGuidance%2Bfor%2BAcademies%2B-%2BNov%2B2014/8820529a-6a8c-4b20-b19b-23aa71fd0dfa), Appendix 6.

# Appointing a new Headteacher

All of the above guidance is good practice in all recruitment situations, including appointing a new Headteacher. However, it is worth bearing in mind some important aspects for Headteacher recruitment, including:

* An acting Headteacher must be appointed if the outgoing head leaves before a substantive replacement is in post.
* However, Governing Bodies must recruit a new Headteacher as soon as is reasonably practicable so as not to prolong acting arrangements longer than is absolutely necessary.
* Serving Headteachers are subject to a longer notice period than other teachers (3 months in Autumn and Spring; 4 months in the Summer).
* It is a requirement that Governors are involved in the Headteacher selection process and the appointment decision, made by a committee of the Governing Body, must be ratified by the full Governing Body.
* The National Professional Qualification for Headteachers is no longer mandatory; however, it remains a worthwhile qualification and Governing Bodies may choose to make it an essential requirement.
* LA maintained schools must notify the LA when the Headteacher resigns. The LA has a right to attend headship interviews in an advisory capacity. Governing Bodies of LA maintained schools are also required to notify the LA of candidates shortlisted for interview.
* It is good practice for schools of a religious character to invite the relevant Diocese/Archdiocese to provide advice during the appointments process.

The School Staffing (England) Regulations 2009 relaxed the requirement for a national advert, stating that ***"The Governing Body must advertise any such vacancy or post (Headteacher or Deputy Headteacher) in such a manner as it considers appropriate unless it has good reason not to".*** (Note: the Staffing Regulations do not apply to academies.)

Any decision not to advertise '*should only be taken if the Governing Body can demonstrate there is good reason not to and that it does not leave them open to challenge. All decisions should be documented fully, as the Governing Body will need to demonstrate that it has acted reasonably if challenged"*. Governing Bodies should discuss this with the school’s School Improvement Adviser, a Human Resources Adviser and, for Church schools, the relevant Diocesan education adviser.

Your SIA will be available to support the recruitment and selection of Headteachers and Deputy Headteacher. For maintained schools, this includes attendance at Headteacher interviews in an advisory capacity (also available to academies at an additional charge).

Advice on Group Size, Individual School Range (ISR) and other questions about pay for posts on the leadership scale is available from School Employee Services.

We would recommend that you read the 'Guide to Recruiting and Selecting a New Headteacher' produced by the National College for Teaching & Leadership

<http://www.education.gov.uk/nationalcollege/docinfo?id=176786&filename=a-guide-to-recruiting-and-selecting-a-new-headteacher.pdf>

In addition, the National Governors' Association website contains a number of useful documents relating to the leadership recruitment process, including sample Job Descriptions and Person Specifications [www.nga.org.uk/Resources/Useful-Documents/A-Guide-to-Recruiting-and-Selecting-a-New-Headteac.aspx](http://www.nga.org.uk/Resources/Useful-Documents/A-Guide-to-Recruiting-and-Selecting-a-New-Headteac.aspx)

**HR/JT/LY/djc**

**Oct 2013 – updated Nov 2016**

**(links updated Aug 2016)**

**Appendix 1**

**EXAMPLE SHORTLISTING RECORD FORM**

|  |  |
| --- | --- |
|  THIS FORM SHOULD BE COMPLETED INDIVIDUALLY BY ALL MEMBERS OF THE SHORTLISTING PANEL AND THEN IN SUMMARY FORM BY THE CHAIR OF THE SHORTLISTING PANEL, AND BE RETAINED FOR REFERENCE PURPOSES FOR AT LEAST 12 MONTHS TOGETHER WITH THE PERSON SPECIFICATION, JOB DESCRIPTION AND APPLICATION FORMS. Post Title: ......................................................................................................................................................................................................................... | Shortlisting Panel......................................................................................................................................................................................................................................................Form completed by..................................................................................Date.................................................................................. |
|  |  | Reasons for Decision (with details) |  |
| No. | Name of Candidate | Short-listed YES/NO | Relevant qualifications | Appropriate experience | Appropriate skill/ability | Information on form | Comments/Additional Information |
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**EXAMPLE INTERVIEW RECORD FORM**

 **Appendix 2**

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|  THIS FORM SHOULD BE COMPLETED BY THE CHAIR OF THE INTERVIEWING PANEL, AND BE RETAINED FOR REFERENCE PURPOSES, WITH OTHER PAPERS RELATING TO SHORTLISTED CANDIDATES' APPLICATIONS, FOR AT LEAST 12 MONTHS FROM THE DATE OF THE OFFER OF APPOINTMENT. Post Title: Interview Date:  ......................................................................................................................................................................................................................... | Interviewers' Names.................................................................................................................................................................................................................................Form completed by...........................................................................Date........................................................................... |
|  |  | Reasons for Decision (with details) |  |
| No. | Name of Candidate | Successful YES/NO | Insufficient knowledge | Inappropriate experience | Lack of Skills/Abilities | Other (specify) | Comments |
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**Addendum to Recruitment and Selection Guidance**

**English Language Requirement for Public Sector Workers**

On 21 November 2016 a new Code of Practice on the English Language Requirement for Public Sector Workers (part 7 of the Immigration Act 2016) came into force. It places a duty on all public authorities to ensure that individuals employed in customer facing roles have the necessary level of fluency in English as appropriate for their roles.

In schools customer facing roles will mean all jobs which require regular interaction with pupils, parents and/or other members of the public as an integral part of their role, e.g. teachers, teaching assistants, lunchtime supervisors, receptionists and other administrative posts, etc. If you are unsure whether a post is covered by the duty please contact HR for advice.

During your recruitment process you will need to ensure that you meet this duty and any person appointed must be able to speak English fluently and accurately, as appropriate for their role.

You will not need to undertake any additional recruitment checks or tests to satisfy this duty. You should however ensure that:

* All person specifications for customer-facing roles relate to the standard of fluency in English which is required e.g. "the ability to support pupils/respond to parents through fluent and accurately spoken English"
* You assess this part of the person specification by undertaking a face to face interview.

As all posts in schools will require a face to face interview as part of your safeguarding process this should not be a problem.

You will need to be mindful of potential discrimination and therefore all candidates must be subject to the same process. You must also only focus on the ability to speak English fluently and accurately. You must not take into account regional or international accents, dialect or speech impediments.

If you require further advice on this duty please contact HR for advice.

1. [1] The School Staffing (England) (Amendment) Regulations 2012 [↑](#footnote-ref-1)