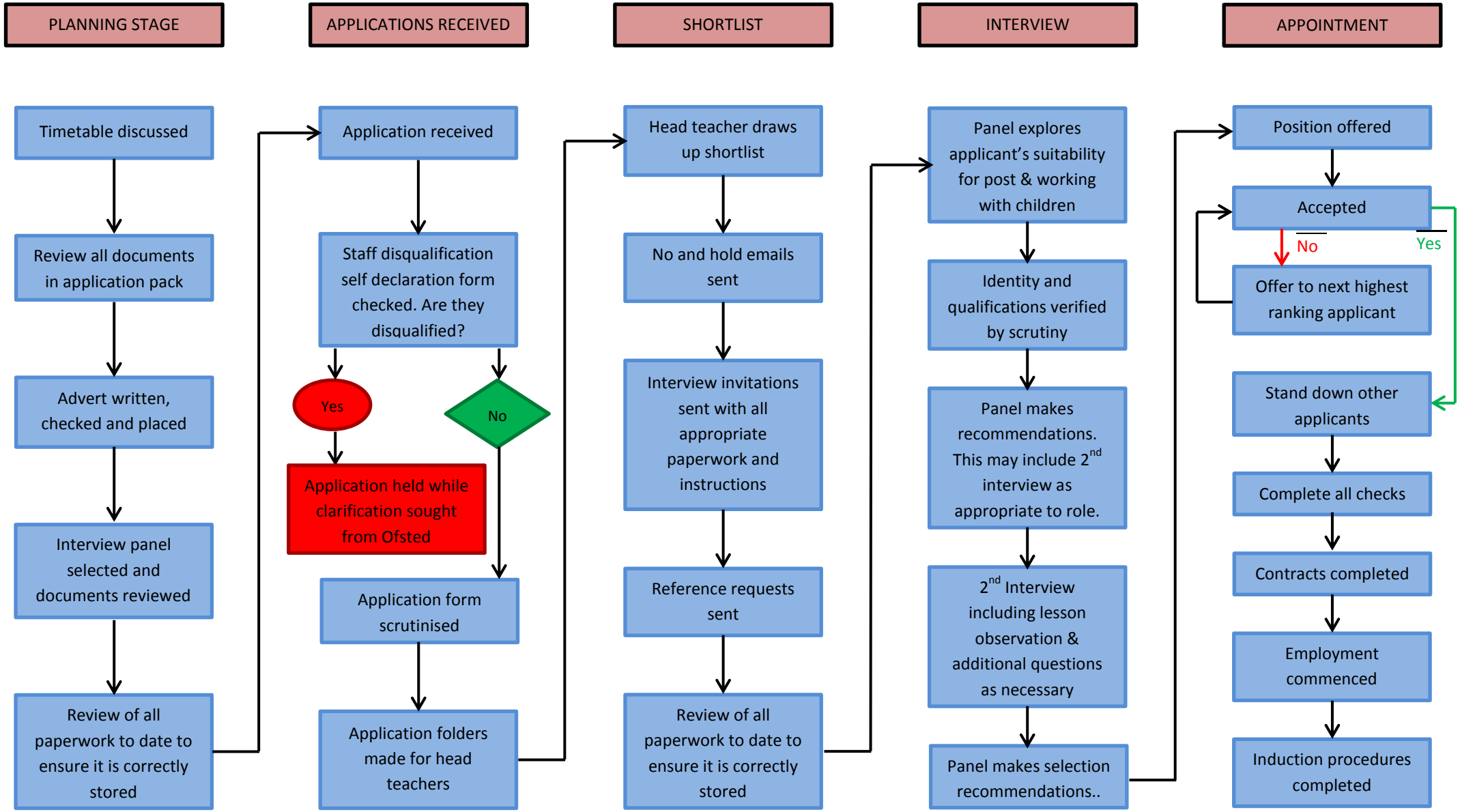
PLANNING STAGE
APPLICATIONS RECEIVED
SHORTLIST
INTERVIEW
APPOINTMENT
Timetable discussed
Review all documents in application pack
Advert written, checked and placed
Interview panel selected and documents reviewed
Review of all paperwork to date to ensure it is correctly stored
Application received
Staff disqualification self declaration form checked. Are they disqualified?
Yes
No
Application held while clarification sought from Ofsted
Application form scrutinised
Application folders made for head teachers
Head teacher draws up shortlist
No and hold emails sent
Interview invitations sent with all appropriate paperwork and instructions
Reference requests sent
Review of all paperwork to date to ensure it is correctly stored
Panel explores applicant's suitability for post & working with children
Identity and qualifications verified by scrutiny
Panel makes recommendations. This may include 2nd interview as appropriate to role.
2nd Interview including lesson observation & additional questions as necessary
Panel makes selection recommendations..
Position offered
Accepted
No
Yes
Offer to next highest ranking applicant
Stand down other applicants
Complete all checks
Contracts completed
Employment commenced
Induction procedures completed